Army Regulation 11–6

Army Programs

Army Foreign Language Program

UNCLASSIFIED

SUMMARY of CHANGE

AR 11–6
Army Foreign Language Program

This new Department of the Army regulation, dated 14 December 2007--

o Delineates responsibilities (para 1-4).

o Establishes the Army's minimum foreign language proficiency standard (chap 5)

o Adds the requirement for an oral proficiency interview for military
   occupational specialties 35M and 351M as part of the yearly proficiency
   certification (chap 5).

o Modifies the foreign language proficiency bonus policy (chap 6).

o Defines military occupational specialty dependent linguist; primary
   linguist; non-professional, non-military occupational specialty dependent
   linguist; and language capable linguist (glossary).

Army Programs

Army Foreign Language Program

By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.
General, United States Army
Chief of Staff

Official:

JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This is a new Department of the Army regulation.

Summary. This regulation sets policies and procedures for establishing Army linguist requirements of Army's command language programs and for identifying, testing, reporting, evaluating, reevaluating, training, and assigning Army linguists. It also delineates minimum proficiency standards and establishes program planning and reporting requirements and inspection for the Army command language program. This regulation describes responsibilities for the management of Army linguists and governs the Army foreign language proficiency bonus.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. During mobilization, the proponent may modify policies contained in this regulation.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–2. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. Proponents may delegate the approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process. This regulation contains management control provisions and identifies key management controls that must be evaluated (see appendix H).

Supplementation. Supplementation of this regulation and the establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–2 (ATTN: DAMI–OPO), 1000 Army Pentagon, Room 2D382, Washington, DC 20310–1000.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office of Chief of Staff, G–2 (ATTN: DAMI–OPO), 1000 Army Pentagon, Room 2D382, Washington, DC 20310–1000.

Committee Continuance Approval. The Department of the Army Committee Management Officer concurs in the establishment and/or continuance of the committee(s) outlined herein, in accordance with AR 15-1, Committee Management. The AR 15-1 requires the proponent to justify establishing/continuing its committee(s), coordinate draft publications, and coordinate changes in committee status with the Department of the Army Committee Management Office, ATTN: SAAA-RP, Office of the Administrative Assistant, Resources and Programs Agency, 2511 Jefferson Davis Highway, Taylor Building, 13th Floor, Arlington, VA 22202-3926. Further, if it is determined that an established "group" identified within this regulation later takes on the characteristics of a committee, the proponent will follow all AR 15-1 requirements for establishing and continuing the group as a committee.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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*This publication supersedes AR 611–6, dated 16 February 1996 and AR 350–16, dated 13 March 1998.

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Chapter 1
General

1–1. Purpose
This regulation describes the Army Foreign Language Program. It establishes policies and procedures for the management of Army linguists and command language programs (CLPs). The CLPs facilitate foreign language refresher, remediation, sustainment, enhancement, and cross-training of assigned linguists. This regulation establishes responsibilities within the Army Foreign Language Program, delineates minimum language training and language proficiency standards, and establishes associated language testing requirements. It also establishes program planning and reporting requirements.

1–2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities
a. The Secretary of the Army will—

(1) Determine the specialties and duties for which foreign language proficiency bonus (FLPB) is authorized within the Army.

(2) Serve as the Department of Defense (DOD) executive agent (EA) for contract linguist support.

b. The Assistant Secretary of the Army (Financial Management and Comptroller) (ASA (FM&C) will—

(1) Develop procedures for the payment and accounting of FLPB by installation finance and accounting offices.

(2) Provide monthly accounting of disbursements by category (officer, warrant officer, and enlisted), FLPB level, language identification code (LIC), military occupational specialty (MOS)/specialty, and total amount paid.

c. The Deputy Chief of Staff, G–3/5/7 (DCS, G-3/5/7) will—

(1) Serve as the senior language authority (SLA) for the Army and chairs the Army Language and Culture Enterprise (ALCE).

(2) Formulate, present, and defend foreign language training requirements to the program evaluation group (PEG) for management decision package (MDEP) of The Defense Language Program (TDLP).

(3) Serve as the DOD EA for the Defense Language Institute, Foreign Language Center (DLIFLC).

(4) Oversee DLIFLC budget execution.

(5) Represent the Army on the Defense Language Steering Committee (DLSC).

(6) Serve as the foreign area officer (FAO) proponent.

(7) Review, validate, and approve the Army's foreign language training requirements in the structure manning decision review (SMDR).

(8) Serve as the Army Staff lead for cultural awareness training.

d. The Deputy Chief of Staff, G–2 (DCS, G–2) will—

(1) Serve as the Army's Deputy SLA and Deputy Chairperson of the ALCE.

(2) Serve as the Army's foreign language proponent.

(3) Serve as the service program manager (SPM) with overall staff responsibilities for the development, coordination, and conduct of the Army Foreign Language Program to include SMDR for all components.

(4) Execute the responsibilities of the DOD EA for contract linguists for the Secretary of the Army.

(5) Represent the Army at the Foreign Language Executive Committee (FLEXCOM) chaired by the Office of the Director of National Intelligence.

(6) Approve all changes to, and coordinate with the HQDA staff review, validation, and approval of, all changes to Army foreign language requirements, to include those affecting the U.S. Army Reserve (USAR) and Army National Guard (ARNG).

(7) Approve all Military Intelligence (MI) language-coded billets.

(8) Maintain access to a database of authorized language billets.

(9) Identify critical languages to meet Army requirements.

(10) Determine foreign language proficiency requirements for language billets.

(11) Establish the Army's foreign language proficiency standard.

(12) Conduct an annual review of authorization documents for units with language-coded billets and approves and coordinates with the appropriate HQDA staff elements for authorization changes affecting language-coded billets.

(13) Appoint The Army Language Program (TALP) functional manager to manage the daily aspects of the TALP budget.

(14) Assist the DCS, G–3/5/7 (DAMO–TRI) in the management of and requirements build process of the TALP program as part of the TDLP MDEP throughout the program and budget cycles.

(15) Provide comments to DLIFLC on language training from Army Commands (ACOMs), Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), and the ARNG.

(16) Develop and implement policies, objectives, and guidelines designed to achieve, maintain, and improve the language proficiency of Army linguists.

(17) Develop, disseminate, and update CLP planning and reporting guidance and provides oversight of CLP programs.

(18) Additional responsibilities can be found at paragraph 2–1.

e. The Deputy Chief of Staff, G–1 (DCS, G–1) will—

(1) Have overall staff supervisory authority for the acquisition, assignment, utilization, and retention of Army linguists.

(2) Provide a senior level representative to the ALCE.

(3) Be responsible for developing and governing policy for the FLPB program in coordination with the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)); the DCS, G–2; the DCS, G–3/5/7; U.S. Army Human Resources Command (AHRC); ARNG; Chief, Army Reserve (CAR) and Defense Finance and Accounting Service (DFAS).

(4) Submit reports of linguist status as required.

(5) Provide guidance concerning program report preparation to ARNG, CAR, AHRC, and DFAS.

(6) Develop policies to ensure that the Army Continuing Education System (ACES) and the Army Learning Centers support foreign language proficiency testing.

(7) Ensure testing policies, facilities, and equipment support DLPT testing as required.

f. The Director, ARNG will—

(1) Develop requirements for the DLIFLC SMDR and submits them to the DCS, G–2 for consolidation and submission in accordance with the schedule developed by the DCS, G–2.

(2) Provide policy and procedural guidance on Army Foreign Language Program implementation and Army linguist management to the Adjutants General (TAGs) of the states and territories.

(3) Exercise staff supervision and management of the FLPB program as it pertains to the ARNG.

(4) Maintain an inventory of authorized language positions in the ARNG.

(5) Submit reports of linguist status as required.

(6) Designate an office to monitor Army foreign language program activities within the ARNG, including TALP resources and subordinate CLPs.

(7) Ensure that adequate resources and facilities are available to support foreign language training for linguists in ARNG troop program units (TPUs).

(8) Report TALP requirements and expenditures for the ARNG as required.

(9) Ensure, in coordination with the DCS, G–2, that ARNG language force structure is properly documented.

g. The CAR will—

(1) Develop the initial entry and prior service language requirements for the DLIFLC SMDR, manages fill rates for DLIFLC, and submits the requirements to the DCS, G–2 for consolidation and submission in accordance with the schedule developed by the DCS, G–2.

(2) Exercise staff supervision and management of the FLPB program as it pertains to the USAR.

(3) Maintain an inventory of authorized language positions in the USAR.

(4) Submit reports of linguist status as required.

(5) Designate an office to monitor Army Language Program activities within the USAR, including TALP resources and subordinate CLPs.

(6) Ensure adequate resources and facilities are available to support foreign language training for linguists in TPUs.

(7) Report TPU TALP requirements and expenditures for the USAR as required.

(8) Ensure, in coordination with the DCS, G–2, that USAR language force structure is properly documented and coded to ensure inventory and training is accurate (for example, 35M10 AD should read 35M1LAD).

h. The Commanding General (CG), AHRC will—

(1) Develop personnel management systems and procedures for the operation of the Army foreign language program.

(2) Coordinate with the DCS, G–1 and users to develop and manage a career program based on Army-wide requirements of officer/warrant officer and enlisted linguists.

(3) Develop Active Army (AA) and USAR language training requirements and manages the fill of these requirements at the DLIFLC.

(4) Coordinate Army linguist management policies and procedures with the SLA, Deputy SLA and the DCS, G–1.

(5) Ensure that linguist data is current and accessible to the HQDA Staff and personnel managers.

(6) Announce changes to FLPB policy, proficiency requirements, pay rates, and procedures.

(7) Monitor AA and USAR FLPB recipients by position, language, pay rate, and category (officer, warrant officer, and enlisted), and reports this information to the DCS, G–1 as required.

(8) Assist the DCS, G–1, the DCS, G–2, CAR, and ARNG in implementing provisions of chapter 6 of this regulation.

(9) Approve exceptions to policy for retesting of language proficiency within 6 months in consultation with the DCS, G–1.

i. Commanders of ACOM, ASCC, and DRU with language-coded billets will—

(1) Direct subordinate commands to manage non-resident foreign language refresher, maintenance and enhancement training to ensure the achievement of readiness objectives. Language training will be treated with the same level of attention that has been previously reserved for physical fitness, common Soldier skill, and MOS training.

(2) Develop personnel systems and procedures to ensure that linguists are utilized in positions authorized and requiring foreign language ability.

(3) Develop procedures for the monthly accounting of FLPB recipients.

(4) Provide complete identification and support data for linguist positions on all authorization documents, and obtain approval from the DCS, G–2 (DAMI–OPO) for all changes to linguist authorizations and proficiency-level requirements prior to modification of authorization documents.

(5) Provide the facilities, funding, and manpower to support the conduct of testing and effective refresher, maintenance, and enhancement training of assigned linguists.

(6) Document the command TALP requirements and method used to determine them and support the DCS, G–2 TALP functional manager as requested.

(7) Ensure TALP funds are used exclusively for the language training of assigned linguists.

(8) Maintain a CLP and designate a CLP manager (CLPM), preferably full-time, responsible for all aspects of development, implementation, and management of the CLP. The CLPM also will serve as the focal point for language issues within the command.

(9) Submit TALP reports on the execution of TALP dollars to DAMI–OPO 45 days from the end of the 2^d quarter and again 45 days from the end of the fiscal year.

j. Principal HQDA officials responsible for linguist positions will—

(1) Monitor and recommend for approval to the DCS, G–2 any changes to linguist TDA and TOE authorizations for which they have staff proponency (see table 1–1, below).

(2) Participate, as required, in the review of linguist procedures, policies, and requirements.

k. The CG, U.S. Army Training and Doctrine Command (TRADOC) will have overall responsibility for the training of Army linguists. Provide a representative to the ALCE.

l. The Commander, U.S. Army Recruiting Command (USAREC) will—

(1) Interview every applicant to determine all foreign languages spoken by the applicant.

(2) Inform applicants of—

(a) The Army Civilian Acquired Skills Program (ACASP) for those who claim foreign language proficiency.

(b) Specific MOS options that guarantee language training for those who qualify.

(3) Record foreign language capability on the DD Form 1966 series (Record of Military Processing Armed Forces of the United States) on page 1 and in the "Remarks" section.

(4) Include completed Language Proficiency Questionnaire, DA Form 330, as part of the enlistment packet.

m. Commanders of U.S. Army reception battalions will—

(1) Screen every applicant's record and ensure language capabilities other than English are posted in the Total Army Personnel Database (TAPDB).

(2) Test all applicants with a skilled technical (ST) score of 95 or higher with the Defense Language Aptitude Battery (DLAB).

(3) Test all applicants who claim knowledge of a foreign language, other than Spanish, with the DLPT or oral proficiency interview (OPI) in languages where testing is available.

(4) Record DLAB scores according to AR 612–201 and AR 600–8–104.

(5) Forward all completed DA Forms 330 to include those received from the Military Entrance Processing Station (MEPS), to the Commander, AHRC.

n. Directors of Army Continuing Education System (ACES) will provide local commanders assistance in establishing their CLPs. Given available resources, this assistance will consist of classroom facilities, related training materials, and assistance in obtaining contracted language training and off-duty college courses. Local commanders will be responsible for the funding of contracted language instructors.

o. Commanders of military personnel division/human resource office (MPD/HRO), AA Military Personnel Division, G–1 and TAG, and ARNG and USAR commanders responsible for the custody of military personnel records will—

(1) Ensure that DA Form 330 is posted according to AR 600–8–104, and distributed.

(2) Publish orders according to AR 600–8–105 to record the award or withdrawal of the special qualifications identifier (SQI) to or from—

(a) The specialty code for commissioned officers according to DA Pam 611–21.

(b) The MOS for warrant officers and for enlisted personnel according to DA Pam 611–21.

(3) Record DLAB results on the Soldier's personnel qualification records according to AR 600–8–104 and ensure the results are posted in TAPDB according to DA Pam 600–8–23.

(4) Screen and verify personnel information on applications for language training or linguist assignment prior to forwarding to the Commander, AHRC, according to paragraph 4–6 of this regulation.

(5) Advise and assist unit commanders in administering the FLPB program.

(6) Ensure that Soldiers receiving FLPB meet all the eligibility requirements specified in chapter 6 of this regulation

p. Commanders at brigade, group, and battalion level as determined by their command will—

(1) Establish, document, and maintain a CLP.

(2) Define specific training goals and objectives to meet mission requirements for authorized linguists and outline available language training opportunities for all assigned linguists.

(3) Arrange, through proper channels, for administration of DLPTs to all Soldiers with foreign language proficiency as required by this regulation and in accordance with AR 611–5. The TCO will record results of the DLPT on DA Form 330.

(4) Appoint a unit CLPM to assist the commander in overseeing the unit's CLP Full time CLPMs should be scheduled for the CLPM Course given by DLIFLC, either in residence or by a mobile training team (MTT).

(5) Document the foreign language skills of all assigned Soldiers on the Individual Language Training Record (ILTR), DA Form 7383–R, and through the Army personnel system, regardless of how these skills were acquired.

(6) Identify and submit annual program and funding requirements to maintain the unit CLP through the appropriate chain of command.

(7) Screen and verify that current language proficiency is addressed on noncommissioned officers evaluation reports (NCOERs) and officer evaluation reports (OERs) for language dependent MOSs.

q. Subordinate commanders will—

(1) Provide access to language training programs, instructors, and instructional materials in all languages documented in their units.

(2) Monitor the status of linguist proficiency within their command, and evaluate the effectiveness of unit language programs.

(3) Ensure the annual re-evaluation of all linguists who have been trained in one or more foreign languages at Government expense (not to include Headstart, Gateway, or other familiarization courses) or are in a language-dependent MOS, regardless of the language source.

(4) Provide access to remedial, refresher, maintenance, and enhancement training for all soldiers in a billet that requires a language, and for all those in language-dependent MOSs.

(5) Schedule remedial, maintenance, and enhancement training on the unit training schedule/calendar.

(6) Maintain individual linguist records that document assignments, training, and proficiency profiles.

(7) Ensure current language proficiency is addressed in NCOERs and OERs for MOS dependent and primary linguists.

(8) Encourage personnel with foreign language skills, whether trained at Government expense or not, to maintain their language proficiency and document it via DLPT.

r. Unit-level CLPMs will—

(1) Incorporate a technical language training program into the unit CLP for assigned linguists.

(2) Schedule and chair Command Language Council meetings.

(3) Coordinate and report resource and training requirements.

(4) Coordinate language proficiency testing in accordance with AR 611–5 and chapter 5 of this regulation.

(5) Oversee the FLPB program, coordinating with the servicing personnel office to ensure that qualified personnel are awarded appropriate FLPB, and ensuring that FLPB is withdrawn when a Soldier ceases to be qualified.

(6) Maintain current records of linguist qualification status within the command. Maintain the individual language training plan (ILTP).

(7) Provide an annual CLP report (ACLPR) to ACOM, ASCC, DRU, ARNG CLPM as required by paragraph 8–6 of this regulation.

(8) Maintain a separate CLP hand receipt for all property purchased with TALP funds in excess of $250.00. Hand receipt will be maintained in accordance with existing Army regulations.

s. The Army Language and Culture Enterprise (ALCE) Committee will—

(1) Reviews and assess overall policy guidance and management of Army foreign language issues and cultural awareness education to ensure that—

(a) It is supportive of Army requirements.

(b) Personnel are acquired, trained, and properly used to accomplish assigned missions.

(c) Army foreign language requirements are met.

(2) Facilitate communications related to language and culture regional proficiency issues among key Army leaders/staffs.

(3) Focus Army efforts in the various functional areas related to language proficiency and culture regional proficiency issues and policy.

(4) Monitor accomplishment of Army tasks outlined in the defense language transformation road map.

(5) Assess the Army's language needs.

(6) Track language assets.

(7) Recommend language policy.

(8) Identify present and emerging language needs.

(9) Identify language training and financial requirements.

(10) Manage the implementation of Army language transformation.

(11) Assess those mission areas and tasks that can be met with, mitigated by, or enhanced by machine language translation technologies.

1–5. The Army Language and Cultural Enterprise Committee

a. Composition.

(1) The Army SLA will provide a chairperson, an action officer, and a recording secretary to the ALCE. The DCS, G–2 will serve as the Deputy Chair.

(2) The committee will be composed of senior level officers or Senior Executive Service from ASA (FM&C); DCS, G–1; DCS, G–2; DCS, G–8; AHRC; U.S. Army Forces Command (FORSCOM); TRADOC; DLIFLC; DCS, G–3/5/7 DAMO–TRI, DAMO–FM, and DAMO–SSW.

(3) Other principal HQDA officials, ACOM, ASCC, DRU, and other user agencies will be requested to provide representatives when issues affecting their organizations are being addressed.

b. Direction and control. The ALCE will—

(1) Meet monthly and operate as the chair may direct.

(2) Have the authority to communicate directly with any organization on foreign language and cultural matters.

Table 1–1
Agencies

Responsible agencies: DCS, G–1
Positions: Personnel management, FLPB

Responsible agencies: DCS, G–2
Positions: Intelligence/electronic warfare/SRC 35

Responsible agencies: DCS, G–3/5/7
Positions: Military assistance advisory groups (MAAGs); missions (less intelligence); chemical and nuclear; FAOs; command, control, and communications; TOE and TDA positions, unless otherwise designated herein, where operational requirements override OPMS or Enlisted Personnel Management System (EPMS) considerations; and law enforcement

1–6. Coverage

a. The Army must train and maintain proficient linguists to respond to worldwide roles, missions, and contingencies.

b. Proficiency will be tested annually (in accordance with para 5–4) in those languages for which DLPTs are available. If tests are not available, an OPI may be given according to chapter 5, section II, of this regulation. Soldiers with Army special operations MOS or specialty codes are an exception. They are primarily required to speak and listen and should be tested accordingly.

c. Commanders with authorized linguists must ensure that appropriate nonresident language enhancement and refresher/maintenance material is obtained and integrated into unit training schedules.

d. Those who have demonstrated foreign language proficiency, regardless of how acquired, are encouraged to maintain that proficiency. All personnel with languages required by MOS or functional area (FA) must sustain and/or enhance that proficiency to remain qualified in their MOS or FA.

e. Commands not authorized linguists, but with regular or periodic mission requirements for foreign language translation capability, will identify those requirements to the DCS, G–2 (DAMI–OPO).

Chapter 2
Linguist Requirements

2–1. Establishing linguist requirements

a. The DCS, G–2 will—

(1) Determine the overall language requirements based on ACOM, ASSC, and DRU recommendations and area of responsibility, estimated future war and foreign policy needs.

(2) Determine the requirements for linguists by specific MOS and function.

(3) Monitor and limit the changes to overall language requirements, stabilize requirements.

(4) Coordinate changes in language requirements with AHRC to allow sufficient lead time to identify, recruit and train soldiers prior to linguist requirements affecting the manning of the force.

b. The ACOM, ASSC, and DRUs or agencies with linguist requirements must identify new requirements for language-coded positions to the DCS, G–2 for approval before documentation in TDA and MTOE documents.

c. When identifying linguist requirements, organizations will—

(1) Only identify positions in which the primary duties of incumbents cannot be performed without foreign language capability. This includes effective liaison, planning, coordination, and advisory functions.

(2) Recommend through their command and appropriate HQDA staff (reference table 1–1, above) the appropriate language using the LIC.

(3) Propose proficiency requirements, based on the duties of the specific position that meet or exceed the Army's minimum proficiency standards as outlined in chapter 5.

(4) New language requirements or changes to existing authorizations typically require a minimum of a two-year lead time between approval and execution.

(5) Commanders not authorized linguists, but with regular or periodic mission requirements for foreign language interpretation and translation capabilities will identify those requirements to the DCS, G–2 (DAMI–OPO).

2–2. Determining proficiency requirements

When determining the proficiency requirement for a language-coded position, host organizations should consider—

a. The duties the incumbent will be expected to perform.

b. The location of the billet in question. (Is the billet in the continental United States (CONUS) or outside the continental United States (OCONUS)? How frequently will the soldier be required to use the foreign language? Will there likely be other soldiers with similar foreign language skills in the same location?)

c. The grade level of the billet. Basic language courses are designed to train to level 2 proficiency (limited working proficiency), intermediate courses to level 2+ proficiency (limited working proficiency, plus), and advanced courses to level 3 proficiency (general professional proficiency). Therefore, skill level 10 billets should not, as a rule, be documented with proficiency higher than the Army's minimum standard of 2/2.

d. Current operational requirements. If these justify increased proficiency, requests for changes to the language proficiency indicator (LPIND) of a billet should be made through the DCS, G–2 with supporting justification.

e. The LPIND is based on a 4 digit code. The first 2 digits show the listening and reading proficiency level, and the last 2 digits show the speaking proficiency level. For both the first 2 digits and the last 2 digits, the first number shows the whole proficiency level, and the second number shows the plus level (expressed as either "0" or "5") (see table 2–1).

Table 2–1
Language proficiency indicator

Listening/reading	Speaking	LPIND
0	0	0000
0+	0+	0505
1	1	1010
1+	1+	1515
2	2	2020
2+	2+	2525
3	3	3030
3+	3+	3535
4	4	4040

Table 2–1
Language proficiency indicator—Continued

4+	4+	4545
5	5	5050

2–3. Modifying linguist requirements

Modification to linguist personnel requirements, either in terms of language or proficiency changes, must be approved by the DCS, G–2 (DAMI–OPO) before documentation in TDA and MTOE documents.

2–4. Requisitioning linguists

Requisitions for linguists will be made through normal requisitioning procedures. Requisitioning procedures are contained in AR 614–185 for officers/warrant officers and AR 614–200 for enlisted personnel.

Chapter 3
Management of Linguist Assets

Section I
Acquisition

3–1. General

Linguists play an important role in carrying out Army missions. The Army must recruit, train and retain qualified linguists to satisfy Army requirements.

3–2. Recruiting programs

Army linguists are acquired through initial accessions and in-service recruiting programs. Language shortages are continually being reviewed for inclusion in the enlistment bonus and selective reenlistment bonus programs (see AR 612–201 for more information). The ACASP should be used as much as possible to access personnel with foreign language skills consistent with current Army needs. These needs are presented to USAREC annually in the mission letter that details the requirement for skilled linguists. The ACASP saves the Army training time and money and may benefit the linguist with accelerated promotions (also see AR 601–210). In order to ensure success of the ACASP, the USAREC will utilize language qualified MI Soldiers as Language Advocates. These Soldiers will be used to augment the recruitment of language-qualified individuals from civilian life into the Army and USAR.

Section II
Qualification via the Defense Language Aptitude Battery

3–3. Description

The DLAB provides a quantitative estimate of the aptitude of a person to learn a foreign language in a formal training program. The minimum qualifying DLAB score is determined by language difficulty category (LDC). Within their respective components, the Commander of AHRC St. Louis, and the Director, ARNG will ensure compliance with DLAB entry requirements. Waivers to DLAB requirements for Army personnel may only be approved by the SPM, (DAMI–OPO). Requests for waivers should include mitigating factors such as evidence of prior foreign language training or experience, especially in the language to be trained. Qualifying DLAB scores by LDC are as follows:

a. Category I: 95 or higher.
b. Category II: 100 or higher.
c. Category III: 105 or higher.
d. Category IV: 110 or higher. The DLAB qualifying scores listed above should be used as a tool for placing special operations forces (SOF) Soldiers selected for language training. Soldiers who demonstrate greater aptitude on the DLAB should be selected for training in the languages with higher LDC.

3–4. Personnel to whom the Defense Language Aptitude Battery is administered

a. For officer/warrant officer personnel, the test is given to—

(1) All officers/warrant officers first entering active service at basic branch courses or at their first duty station when not attending a basic branch course.

(2) All officers/warrant officers applying for language training, if they have not been previously tested.

(3) All officers/warrant officers requesting to be tested, if they have not been previously tested or if they meet the re-evaluation criteria.

b. For enlisted personnel, the test is given to enlisted personnel who—

(1) Score 95 or higher on the ST portion of the Armed Services Vocational Aptitude Battery at the U.S. Army reception battalions in accordance with AR 612–201.

(2) Enlist for options requiring training by the DLIFLC.

(3) Apply for language training if their personnel records do not show a DLAB score. This does not apply to linguists applying for intermediate or advanced language training.

(4) Successfully complete SOF assessment and selection training and whose personnel records do not reflect a DLAB score.

3–5. Approval for Defense Language Aptitude Battery re-evaluation

a. Personnel may be reevaluated on the DLAB up to two times after a six month waiting period each time, if they have not achieved the minimum qualifying score on the initial test or first retest.

b. Requests for more than two retests. Requests for exceptions to the waiting period, and requests to retest after attaining the minimum score or higher, should be sent to Commander, AHRC (AHRC–PDE), 200 Stovall Street, Alexandria, VA 22332–0472.

3–6. Recording and reporting Defense Language Aptitude Battery scores

a. For the AA, the test control officer (TCO) sends the test results to the appropriate MPD/HRO using a memorandum with the subject line "DLAB Test Results." The records custodian records these scores for officer/warrant officer and enlisted personnel according to AR 600–8–104. DLAB scores are also posted in TAPDB according to AR 600–8–23 and DA Pam 600–8–23.

b. For ARNG Soldiers, the TCO forwards test scores to the state military personnel management office for inclusion in personnel files and intra-state distribution, as required.

c. For USAR individual ready reserve (IRR) and individual mobilization augmentee (IMA) Soldiers, the TCO provides DLAB test results to the Commander, AHRC St. Louis (ARPC–PLT–T), for inclusion in personnel files. For TPU personnel, the TCO forwards test results through the individual's Regional Readiness Sustainment Command (RRSC) which will ensure test results are submitted in iPERMS and forwarded to the unit for inclusion in unit personnel files. Unit will also update entry in the Regional Level Application Software.

d. A copy of the individual's DLAB test results may be given to the Soldier.

3–7. Disposition of Defense Language Proficiency Test and Defense Language Aptitude Battery answer sheets

a. The personnel testing activity ensures that completed DLAB and/or DLPT I, II, III, IV answer sheets are mailed in accordance with mail procedures outlined in AR 611–5. Completed or partially completed DLAB and DLPT answer sheets are considered controlled test material and are to be double wrapped and forwarded by certified or registered mail to: DLIFLC ATFL–ESM Building 634 537 Lawton Road, Suite 4 Monterey, CA 93944–3213 Servicing TCOs may consolidate DLAB or DLPT answer sheets and forward them monthly. DLPT 5 is only administered in a Web based format so there are no answer sheets.

b. Servicing TCOs maintain a record of test results for each individual tested in accordance with AR 611–5.

Section III
Control Language/Primary Language

3–8. General

The control language (CLANG) identifies the AA enlisted Soldier's primary foreign language for management and strength accountability purposes. CLANGs/primary languages appear as the eighth and ninth characters of the enlisted Soldiers' MOS, the fifth and sixth characters of the warrant officers' MOS, and the fourth and fifth characters of the officers' specialty code. Officers and warrant officers have a LIC that will serve as a CLANG/primary language. CLANG/primary language does not apply to CMF 18, 18A, or 180A as their primary language varies with assignment and operational employment. The term "primary language" is used to describe the language-coded billet to which an ARNG or USAR Soldier is assigned.

3–9. Determination

a. The overriding factor in determining the CLANG/primary language is the needs of the Army. Additional considerations include the—

(1) Soldier's language proficiency.

(2) Desires of the individual.

b. Active Army Soldiers with skills in only one foreign language have that language designated as their CLANG/primary language.

c. For AA Soldiers with skills in more than one foreign language, the CLANG/primary language is the language for

which the Soldier most recently attended a full-length basic language course. If the Soldier has not attended a full-length basic language course (that is, a language conversion course, such as Persian Farsi to Dari, (called the mission language (MLANG)), the CLANG will remain the first trained or recruited for language for purposes of promotion and foreign language proficiency pay (FLPP), but the Soldier can be assigned against a requirement in their MLANG. This will be the Soldier's CLANG until the Soldier is no longer under an active duty Service obligation (ADSO) for the language or as determined by the appropriate branch manager. Branch managers will determine the CLANG based on proficiency level and requirements. Soldiers who meet the 2/2 standard can request via DA 4187 to change their MLANG to their CLANG with AHRC approval based on the availability of authorizations/requirements. This will be used as the exception rather than the rule and will be based on the needs and discretion of the Army.

d. All AA officers/warrant officers must contact the appropriate assignment personnel managers for determination of their CLANG/primary language.

e. For AA enlisted personnel, once the CLANG is determined, it is entered into the TAPDB. The Commander, AHRC (TAPC–EPL–M), does this upon receipt of DA Form 330.

f. For ARNG and USAR Soldiers, the primary language is determined by the language-coded billet the Soldier is assigned. For Soldiers in a language dependent MOS not assigned to language-coded billet, the primary language is determined by—

(1) ARNG Soldiers: Chief, National Guard Bureau (NGB) (NGB–ARH).

(2) USAR Soldiers: USARC (ARRC–PR).

3–10. Soldier initiated changes to control languages/primary languages

Upon completion of the ADSO for language training, Soldiers may send a DA Form 4187 through the unit to the appropriate personnel manager to request a change of CLANG/primary language.

Chapter 4
Training

4–1. General

a. The Army language program is faced with several major challenges. The fundamental challenge is acquiring and maintaining sufficient numbers of linguists in the appropriate languages. It is difficult to accurately forecast the nature and extent of the Army's future linguist needs.

b. There are two types of training and they are as follows:

(1) *Mission required training.* Training of Army linguists to perform their duties in language required positions.

(2) *Mission related training.* Training programs to meet special needs of commanders that are designed to enhance job proficiency of non-linguist personnel or to provide area familiarization for foreign duty. Instruction is generally at the elementary proficiency level. Typical programs include Headstart/Gateway; specialized training for military police, border patrol or Soldiers assigned to host nation units; pre-deployment language familiarization; and training of others whose duties require frequent contact with foreign counterparts.

c. Training will be in accordance with the Army Force Generation model.

4–2. Resident foreign language training

The DLIFLC provides full-time language training for the Army. Most resident basic course instruction is conducted at the Presidio of Monterey, CA, but members of the Defense Attaché System and Soldiers studying designated low-density languages are trained in other Government or commercial facilities under the auspices of the DLIFLC's Washington, DC office. Basic language courses at DLIFLC are designed to train to level 2 in listening and reading, and level 1+ speaking skills. Once the Proficiency Enhancement Program is fully implemented, basic courses will be designed to train to level 2+ in listening and reading, and level 2 speaking skills.

4–3. Nonresident foreign language training

The administration of nonresident foreign language programs is the responsibility of unit commanders. In accordance with DODD 5160.41E, DLIFLC exercises technical control of nonresident foreign language training. DLIFLC is responsible to provide materials for nonresident training. Other training materials/systems approved by DLIFLC and/or the ACOM, ASCC, DRU language training manager may also be used. All requests to establish new contract language training programs must be submitted through the HQDA TALP program manager to DLIFLC for approval.

4–4. Unit training: Command Language Programs

a. Commanders at all levels whose unit mission accomplishment depends on the foreign language skills of assigned personnel will, as part of their CLP, establish refresher and maintenance training programs. Foreign language refresher and maintenance training time will be given in unit training programs to ensure that foreign language proficiency is maintained or enhanced.

b. Commanders at all levels whose mission accomplishment does not depend on language skills but who consider language training necessary for other reasons may also establish training programs.

c. Commanders may exclude Soldiers who are within 90 days from separation from the Army from participating in the unit training program.

4–5. Training in additional languages

a. Cross-training of proficient linguists is authorized and encouraged to enhance assignment flexibility and to meet contingency mission requirements. The minimum proficiency prerequisite to cross-train in an additional language is a current DLPT rating of 2/2 in the CLANG for AA Soldiers and primary language for Reserve Component (RC) Soldiers. Upon completion of cross/conversion-training, the Soldier must take the DLPT. A minimum score of 2/2 is required for a linguist to be MOS-qualified in the new language. CLANG will be changed in accordance with paragraph 3–9*c* of this regulation. These cross-training prerequisites do not apply to SOF personnel.

b. Results of all formal AA cross-training will be reported to AHRC for entry into the language master file. Changes of control language will only be allowed to balance the inventory with documented language shortfalls and the requirements of approved critical languages. However, AHRC will capture all foreign language proficiency data (for example, scores for all languages in which the linguists are proficient). Cross-training prerequisites do not apply to SOF personnel because language skills are not a primary consideration for SOF assignments.

4–6. Qualifications for Defense Language Institute, Foreign Language Center training

a. All military personnel applicants must—

(1) Have successfully completed high school or general education development equivalent.

(2) Possess a qualifying DLAB score, or an approved waiver for the language in which training is sought, as defined in paragraph 3–3.

(3) Complete (Soldiers applying for intermediate or advanced language training) a DA Form 330 dated within the last 12 months, reflecting the following proficiency scores in the language for which training is requested:

(a) Intermediate: Listening–2; Reading–2.

(b) Advanced: Listening–2+; Reading–2+.

(4) Have no major speech impediment that would cause language acquisition to be difficult or personally embarrassing.

(5) Possess a physical profile serial of 1 in the S factor (psychiatric) and the minimum hearing acuity of 2 in each ear in the H factor (hearing).

(6) Meet the height and weight standards in AR 600–9 or AR 40–501.

b. Officers/warrant officers must—

(1) Be selected by their branch (AA officers/warrant officers), except those in the MI and Special Forces (SF) Branches and in MOS 180A (SF warrant officers).

(2) Have enough time (ARNG and USAR officers/warrant officers) after language training to complete the service obligation.

c. Enlisted personnel must—

(1) Have completed initial military training (except those receiving language training as a prerequisite for advanced individual training). Personnel undergoing initial military training may submit applications for language training, provided the MOS for which they are being trained has linguist authorizations.

(2) Waive enlistment or reenlistment commitments. Those with enlistment or reenlistment commitments must agree to waive them according to AR 601–280, chapter 2.

4–7. Preparation and submission of Defense Language Institute, Foreign Language Center training applications

a. All AA officers/warrant officers. Officers/warrant officers may show a general interest in DLIFLC training by submitting DA Form 483 (Officer's Assignment Preference Statement). They may also submit applications for language training to the Commander, AHRC (ATTN: AHRC–OP-(insert appropriate career division)), 200 Stovall Street, Alexandria VA 22331–0411, except as indicated in c and d below.

b. All AA enlisted personnel. Applications for DLIFLC training, to include DLAB scores, are prepared on DA Form 4187 and processed according to DA Pam 600–8. Forms are sent to the Commander, AHRC (ATTN: AHRC–EPL–M), 2461 Eisenhower Avenue, Alexandria, VA 22331–0457.

c. Judge Advocate General Corps officer personnel. Send applications to HQDA (DAJA-PT), Washington DC 20310.

d. All RC personnel. Submit their applications according to AR 135–200.

4–8. Individuals ineligible for resident language training

The following categories of personnel may not apply for resident language training:

a. Those serving on a service-remaining requirement based on prior training. They must first have served in the MOS for which trained for a period specified in AR 614–200.

b. Transient and patient personnel.

c. Individuals under courts-martial charge.

d. Individuals serving on stabilized assignments (unless the application for training is for a time after the stabilized assignment is terminated).

e. Enlisted personnel attending courses at Army Service schools (unless training is in an MOS complemented by language training).

f. Personnel in overseas commands unless the course is scheduled to begin after the foreign service tour is completed.

g. Individuals being processed for discharge. (This does not apply to individuals reenlisting for their own vacancies.)

h. Officer/warrant officer and enlisted personnel who did not complete a DLIFLC course because of academic failure. (The Commander, AHRC (AHRC-EPL–M), has the authority to grant waivers on a case-by-case basis.)

i. Personnel whose records are under suspension of favorable personnel actions.

j. Personnel whose security clearances have been suspended or revoked.

4–9. Selection for Defense Language Institute, Foreign Language Center training

a. General. The selection of AA personnel for language training is governed by projected worldwide requirements by MOS and branch, grade, and language. Training requirements at the DLIFLC are filled, as much as possible, with volunteers. When volunteers are not available, the Commander, AHRC, makes selections for school attendance. The Commander, AHRC (TAPC–EPL–M), may waive standards for enlisted personnel, other than the DLAB requirement which is reserved to the DCS, G–2, to fulfill the needs of the Army.

b. Service obligation. Volunteers approved for language training at government expense incur the following service obligation:

(1) *Officers/warrant officers.* Officers/warrant officers incur a service obligation computed from when a language course ends (in accordance with AR 350–100).

(a) The service obligation for language training does not apply to officers/warrant officers who were involuntarily ordered to language training.

(b) All ARNG and USAR officers/warrant officers (on active duty or in active reserve status) who do not have sufficient service time remaining to meet the obligatory tour listed in 4–9*b*(1)(a), above, should request a service extension under AR 135–215. The application includes a statement of understanding of the service obligation incurred.

(2) *Enlisted personnel.*

(a) Enlisted personnel incur service remaining requirements computed from when the school course ends, in accordance with AR 614- 200. Personnel selected for language training for a special program must meet the service obligation of that program.

(b) Applicants who are qualified for language training but who do not have enough time remaining in the service must either extend or reenlist (AR 601–280). Extensions or reenlistments must take place prior to departing the current duty station or the individual will be deleted from assignment to the DLIFLC.

(c) The RC selection is based on training Soldiers to fill specific positions with language requirements.

4–10. Duty status while attending Defense Language Institute, Foreign Language Center training

a. Those selected for language training in courses of 20 weeks or more are assigned on a permanent change of station (PCS) as outlined in the following:

(1) When courses are conducted at the Presidio of Monterey, students are assigned to the 229th MI Battalion, DLIFLC, Presidio of Monterey, CA 93944–5006. They must report for enrollment during normal duty hours on or before the report date specified on their orders.

(2) When courses are conducted under the auspices of the DLIFLC Washington Office, students are assigned to the HQ Company, US Army Garrison, Fort Myer, VA 22211–5009. They must report for enrollment between 0800 and 1600 hours on the reporting date to the DLIFLC Washington Office, Crystal Gateway North (Suite 507), 1111 Jefferson Davis Highway, Arlington, VA 22202–4306.

(3) Officers/warrant officer attaché trainees who receive language training at the Foreign Service Institute are assigned to the U.S. Army Field Support Center (ATTN: IASV–P), Fort Meade, MD 20755.

b. Those selected for language training of less than 20 weeks are assigned temporary duty (TDY) en route to a new assignment or TDY and return to unit.

4–11. Other educational institutions and commercial contractors

Non-DOD educational institutions and contractors may be used for language training when DOD assets are unavailable and when these alternatives best meet the overall needs of the Army.

4–12. Training relationship with Army Continuing Education System and Multiuse Learning Facilities/Army Learning Centers

a. The ACES will support installation level mission related language training and will, upon request, support CLP training by administering the DLPT; providing classroom and language laboratory facilities for the conduct of language training; and assisting CLPMs with drafting and administering contracts for hiring language instructors (see AR 611–5 and AR 621–5).

b. Multiuse Learning Facilities/Army Learning Centers will provide, upon request, classroom and language laboratory facilities, materials and testing for mission required language training).

c. The ACES support is one option for commanders, but the commanders may find it more efficient to do the contracting and resourcing themselves.

Chapter 5
Proficiency

Section I
Proficiency

5–1. General
Language tests are mandatory for Soldiers who have received foreign language training at government expense, are in a language dependent MOS, or assigned to a language-coded billet. Soldiers who claim knowledge of a foreign language or whose records indicate previous language study should also be tested.

5–2. Language proficiency tests
a. Various evaluation techniques and instruments measure language skills in listening and reading comprehension, and speaking. These include the DLPT in versions I, II, III, IV, and 5 which tests listening and reading skills; the Defense Language Reading Proficiency Test (DLRPT); and the OPI. Contact AHRC–PDE for a list of available tests. OPIs may only be requested for languages on the Critical Language List in which no written test exists with the exception of MOS 35M and 351M; if an upper range DLPT5 is not available and an individual who receives proficiency levels of 3 on all skills tested requests the option of attempting to increase the proficiency rating; to meet entrance requirements for 09L; or to satisfy a critical mission requirement identified by the commander (that is, SF Soldiers). U.S. Special Operations Command (USSOCOM) determines the requirement for an OPI for SOF. This standard applies to all Soldiers requiring skill in a foreign language, except SOF personnel; USSOCOM will determine the preferred proficiency test for SOF personnel.

b. Each DLPT or DLRPT should be administered and scored according to the Administration and Scoring Manual appropriate for that particular test. DLPT5's will be scored automatically for multiple choice tests or by DLIFLC for construct response tests.

c. Upper-range DLPT5's, when available, will only be administered for Soldiers who have scored 3 on the lower range DLPT5 in the skill that will be tested on the upper range. Waiver for this requirement may be requested through AHRC.

d. In accordance with the AHRC message dated 6 Nov 96, SUBJ: Defense Language Proficiency Test Administration, linguists and language instructors who have access to the DLPT exams are not authorized to hold any testing positions, to include TCO, assistant test control officer (ATCO), or test examiner. They are not eligible to take a DLPT for a period of 180 days after leaving a testing position. Civilian language and basic skills instructors and applicants for these positions are not authorized to take any Army personnel test. The policy stating that language instructors are not authorized to take a DLPT is hereby rescinded. Military language instructors who do not have access to DLPT exams are required to take the DLPT.

5–3. Proficiency standards
The Army's minimum linguist proficiency standard is level 2 (limited working proficiency) in listening and level 2 in reading or speaking as delineated by the Interagency Language Roundtable (see app B).

a. The minimum proficiency standard for SOF is determined by U.S. Special Operations Command (USASOC).

b. The goal for MOS dependent and primary linguists is level 3 in listening, reading, and speaking. Linguists can achieve this goal by a combination of resident and non-resident training, self-development, assignment, and other related experiences.

5–4. Initial evaluation
As an initial evaluation, personnel are given the DLPT for any language in which trained at government expense (excluding Gateway and Headstart courses or similar "survival level" courses) or for which proficiency is claimed. For

languages in which there is no DLPT or DLRPT, personnel will take OPIs according to paragraph 5–8 of this regulation, provided certified testers are available. Personnel to be tested are as follows:

a. Cadets at the U.S. Military Academy (USMA) and contracted cadets in the Reserve Officer Training Corps (ROTC) upon completion of their junior year.

b. Officer/warrant officer personnel at basic branch courses or at their first duty station. Officer/warrant officer personnel who do not attend the basic branch course are tested at their initial duty assignment.

c. Enlistees for ACASP options requiring a determination of foreign language proficiency prior to enlistment.

d. Enlistees processing through a U.S. Army reception battalion who claim proficiency in a foreign language, other than Spanish, to determine ACASP applicability.

e. Soldiers graduating from the DLIFLC or other military, civilian, or contract foreign language programs paid for by Army funds.

f. Soldiers completing a CLP course of study ((for example, formal language refresher/maintenance course consisting of a minimum of 150 hours of instruction, conducted under the auspices of the language center) other than routine nonresident language training classes supported by Army funds).

g. Soldiers requesting an initial evaluation upon completion of a self-study course (for example, night school, college, or home study).

h. Personnel whose records, evaluation reports, or other documents show knowledge of a foreign language not recorded on their qualification records. This includes personnel applying for a language-dependent MOS or FA.

i. Soldiers not identified above who claim knowledge of a foreign language or languages.

5–5. Failure of enlisted Soldiers to meet minimum proficiency levels at Defense Language Institute, Foreign Language Center sponsored courses

a. Commander, 229th MI Battalion, has the authority, in coordination with AHRC (AHRC–EPL–M) to waive the minimum proficiency level requirements and graduate Soldiers. Soldiers who receive a graduation waiver will be allowed to attend a language dependent MOS school.

b. Soldiers who do not meet the course standards and do not receive a waiver for graduation requirements are disqualified for duty in a language dependent MOS and must be reclassified.

c. Reclassification actions must be coordinated with AHRC (AHRC–EPL–M) to assure maximum utilization of acquired language skills.

5–6. Re-evaluation

a. Re-evaluation procedures.

(1) Annual re-evaluation is mandatory for all Soldiers who have been trained at government expense and graduated (except for Headstart, Gateway, Government provided software, and independent personal nonresident programs) and/or who occupy language-coded billets.

(2) Unit commanders will counsel Soldiers in language required positions or language dependent MOS who fail to meet the minimum standard on the DLPT, DLRPT, or OPI for their CLANG/primary language or who willingly allow their annual evaluation to expire and have not tested. The counseling will specifically detail the Soldier's remediation and re-evaluation timeline and the procedures for reclassification or initiation of separation paperwork if the Soldier has failed to achieve the Army standard within one year of the initial DLPT, DLRPT, or OPI failure. Soldiers who fail to meet the minimum proficiency standard are given remedial language training (a minimum of 150 hours of language training) and reevaluated with the DLPT, DLRPT, or OPI every 6 months. If the minimum proficiency is not met within 1 year, language qualification (SQI of "L" for enlisted Soldiers) will be withdrawn. For Soldiers who fail to meet the minimum proficiency standard but are given waivers to graduate from DLI, the remediation period will begin from the date of arrival at the first PCS assignment. Soldiers will have 1 year to achieve proficiency standards. For example, for a Soldier in MOS 98G who graduated from DLIFLC failing to meet the minimum proficiency standard, the remediation period would begin the day of arrival at the PCS assignment. Soldiers who are certified proficient in a second language may request to change their CLANG/primary language. If the language qualification is withdrawn from a Soldier in a language-dependent MOS, the Soldier's commander will initiate a reclassification action. Soldiers within the reenlistment window (within 12 months of the expiration of their term of service) who fail to meet the standard may request a voluntary extension in accordance with AR 601–280, paragraph 3–3*d*(8), to complete remedial training. If, upon completion of remedial training, a Soldier fails to meet the minimum standard, the Soldier may request reenlistment only for retraining in another MOS. FAOs who fail to maintain their language qualification will not be eligible to fill certain FAO billets, particularly those in overseas locations. In addition, non-language-qualified FAOs will not be competitive for promotions or school selections. In accordance with AR 600–8–19, non-MOS qualified Soldiers cannot be boarded. If already on the promotion list, the Soldier's unit will initiate action to remove the Soldier from the promotion list. Waiver of the 2/2 requirement for AA linguists may be granted by AHRC (AHRC–EPL–M for enlisted Soldiers and AHRC–OPW–D for warrant officers). Waivers for RC linguists are submitted through the chain of command to the appropriate waiver authority. There is no limit to the number of times a

Soldier may undergo remediation training; however, adverse action is left to the judgment and discretion of the commander who may receive input from the CLPM and the language mentor.

(3) Individuals with foreign language proficiency who were not trained at Government expense are encouraged to test annually.

(4) Procedures to identify and notify linguists requiring re-evaluation are established by—

(a) The MPD/HRO for AA Soldiers.

(b) The military personnel management office at the state headquarters for ARNG Soldiers.

(c) The Commander, AHRC St. Louis, for USAR IMA (individual mobilization augmentee) Soldiers, in coordination with the appropriate ACOM, ASCC, DRU, and HQDA.

(d) The DCS, G–1 and U.S. Army Reserve Command (USARC) for members of USARC TPUs: Commander, AHRC St. Louis, appropriate ACOM, ASCC, DRU and the Personnel Services Branch of the individual's unit for USAR TPU members not subordinate to the USARC.

(e) Commander, AHRC St. Louis, for USAR IRR Soldiers.

b. Soldier responsibility. It is the individual Soldier-linguist's responsibility to test annually in accordance with this regulation.

c. Reevaluation during foreign language training. Soldiers attending basic, refresher, intermediate or advanced resident language training courses, such as those conducted by the DLIFLC or Yonsei University (not unit language refresher training), are exempt from annual re-evaluation until the training is completed. This restriction applies only to the language in which the Soldier is currently being trained; previously authorized FLPB continues uninterrupted at the same rate while the Soldier is in training. Soldiers who are proficient in more than one language still require recertification in the other languages if the DA Form 330 expires while the Soldier is in training; therefore, Soldiers who are within 6 months of their annual re-evaluation should test before beginning formal language training in another language.

d. Annual recertification. Soldiers who are due annual recertification, but are assigned OCONUS where testing facilities are not available, can have their commander/supervisor recertify their current proficiency in lieu of the DLPT or OPI. The recertification must be documented on a DA Form 4187 with the following annotation: "The commander/supervisor certifies that the recipient can perform his/her linguistic duties in a satisfactory manner and is proficient at a level consistent with their current proficiency scores." There is a two year consecutive limit on this exemption not directly tied to contingency operations. Soldiers must be recertified using the DLPT or OPI as soon as practicable within 180 days after returning to their permanent duty station. If scheduling an OPI takes longer than 180 days, the TCO must contact AHRC–PLP–I, FLPP program manager for an exception to policy.

5–7. Retesting with the Defense Language Proficiency Test

a. Individuals who have completed significant training programs (minimum of 150 hours of training) may be retested in less than 6 months from the last test date as an exception to policy. Exceptions for DLPT, DLRPT, or OPI retesting must be submitted for approval to the Commander, AHRC (AHRC–PDE). If approved for retesting, 6 calendar months must elapse before any subsequent test. Two-week language refresher courses do not meet the requirements for an exception to policy to retest within the 6 month time period. This requirement cannot be waived.

b. Requests for exception will document significant training, to include a copy of the Soldier's certificate of graduation/completion. Normally this training consists of at least 6 consecutive weeks of immersion training or classroom instruction consisting of 150 hours or more; however, RC requests are handled on a case-by-case basis by AHRC–PDE. A statement from the individual's commander explaining the type of training, purpose, and accomplishment that warrants retesting consideration will be included in the request.

c. The retesting date then becomes the date required for annual re-evaluation according to paragraph 5–5*a* of this regulation.

Section II
Oral Proficiency Interview

5–8. General

a. An OPI is conducted with a DLIFLC-approved, certified tester in the following circumstances:

(1) When an individual claims proficiency in a language on the Army's critical language list for which no DLPT or DLRPT is available. (Contact AHRC–PDE for a list of available tests.) OPI interviewers can assign a speaking proficiency level of 0 through 5 based on an OPI. If a linguist requires a speaking score in a non-DLPT language, a telephone or personal interview may be conducted, provided advance notice is given to DLIFLC (ATFL–ESM).

(2) When an individual who receives proficiency levels of 3 on all skills tested requests the option of attempting to increase his or her proficiency rating and an upper range DLPT does not exist. These individuals will not have their scores lowered as a result of taking the OPI. The purpose of the OPI would only be to attempt to gain higher proficiency levels. Such OPIs will only be conducted by DLIFLC certified testers. Testers can assign listening and speaking ratings above level 3 when testing by telephone.

b. The OPIs should only be requested for languages on the language payment lists (see table 6–3) or other mission-required languages.

c. An OPI will be administered to all Soldiers with a foreign language skill in MOS 35M and 351M as part of the annual certification to assess speaking proficiency.

5–9. Method for obtaining an oral proficiency interview
Arrangements for interviews can be made only by the TCO. For specific arrangements, the TCO should contact DLIFLC (ATFL–ESM).

5–10. Reporting language proficiency derived from an oral proficiency interview
The DLIFLC (ATFL–ESM) reports the results of an OPI to the requesting TCO, who completes and submits DA Form 330 according to paragraphs 5–12 and 5–13 of this regulation.

5–11. Evaluation of speaking proficiency when no formal test is available
When a DLIFLC approved interviewer is unavailable, the TCO should contact the DLIFLC (ATFL–ESM) for self-appraisal guidance and forms. The highest rating to be awarded on the basis of self-appraisal is a speaking score of 3. Self-appraisal will not be used to qualify for FLPB. However, the use of self-appraisal is encouraged for non-career linguists upon entry to the Army and for Soldiers claiming proficiency in low-density languages. It is to the Soldier's and the Army's advantage to have an indication of the Soldier's proficiency in a given language available within the personnel database system.

Section III
Reporting Language Proficiency

5–12. Language Proficiency Questionnaire
A DA Form 330 is the only document for the following:
   a. Reporting foreign language proficiency.
   b. Award and withdrawal of SQI "L."
   c. Eligibility for FLPP.
   d. Top-loading of the CLANG or LIC into the enlisted master file by the Commander, AHRC (TAPC–EPL–M).

5–13. Preparation
   a. DA Form 330 is prepared for all Army personnel any time a foreign language test or appraisal is administered. Individuals responsible for its preparation are specified in chapter 1 of this regulation.

   b. Soldiers who take a DLPT, OPI or other DLIFLC approved proficiency exam at a test location that does not issue a DA Form 330 (for example, at an Air Force test facility) will take the test results that are issued by the test facility to their unit or organization responsible for issuing orders. The unit or organization will prepare a DA Form 330, attach the test results issued by the test facility, and then follow the procedures listed in paragraph 5–14, below, for disposition.

5–14. Disposition
   a. Copy 1 of DA Form 330 for AA personnel is sent to the Commander, AHRC in accordance with the guidance in paragraphs 5–14*a*(1) through 5–14*a*(3), below; copy 2 is provided to the Soldier's duty station; copy 3 is provided to the Soldier; and copy 4 the TCO will retain in the local APT file for 2 years.

   (1) For enlisted personnel, the address is Commander, AHRC (ATTN: AHRC–EPL–M), 2461 Eisenhower Avenue, Alexandria, VA 22332.

   (2) For officers, warrant officers, and USMA cadets, the address is Commander, AHRC, ATTN: AHRC–OPZ–M, 200 Stovall Street, Alexandria, VA 22332–0406.

   b. For USAR TPU personnel—

   (1) Copy 1 is forwarded to the Commander, AHRC St. Louis (ATTN: ARPC–PLT–T), 1 Reserve Way, St. Louis, MO 63132–5200.

   (2) Copy 2 is forwarded, through the unit's chain of command to the RRSC which forwards to the Commander, USARC (ARRC–CI), 1401 Deshler Street, Fort McPherson, GA 30330–2000; Commander, U.S. Army Pacific Command (ATTN: APIN–PR), Fort Shafter, HI 96858–5100; or Commander, 7th Army Reserve Command (ATTN: AEUR–P), APO AE 09102.

   (3) Copy 3 is retained in the individual's records.

   (4) An additional copy will be given to the Soldier.

   c. For USAR IRR/IMA personnel, all 3 copies of DA Form 330 are forwarded to the Commander, AHRC St. Louis (ARPC-PLT–T), 1 Reserve Way, St. Louis, MO 63131–5200. An additional copy will be given to the Soldier.

   d. For ARNG personnel—

(1) Copy 1 and copy 2 are forwarded to the military personnel management office at the state headquarters.

(2) Copy 3 is retained in the individual's records.

(3) An additional copy will be given to the Soldier.

e. If an individual or an individual's unit is ordered to active duty for more than 180 days according to AR 135–200 and/or AR 135- 210, the personnel office of the first activity processing either the individual or the unit will comply with procedures in paragraph 5–14*a*, above.

f. Servicing TCOs will maintain a record of test results according to AR 611–5 for each individual tested.

Chapter 6
Foreign Language Proficiency Pay

Section I
General

6–1. Overview

a. This chapter prescribes policy and guidance for the administration of FLPB for qualified AA and RC Soldiers.

b. The FLPB is a monthly monetary bonus paid to officers, warrant officers, and enlisted personnel who maintain the required proficiency in designated foreign language in accordance with the Army's needs.

c. The FLPB program is authorized under the provisions of Title 37 United States Code Section 316 (37 USC 316). It is administered according to DODI 7280.3 and chapter 19 of DOD Financial Management Regulation 7000.14–R (volume 7, part A).

d. Unit commander responsibilities under the following policy:

(1) Ensure Soldiers receiving FLPB meet eligibility requirements.

(2) Ensure orders are processed and FLPB payments are executed.

(3) Meet unit reporting requirements.

(4) Ensure when Soldiers' orders are rescinded, eligibility for pay terminates.

(5) Verify the Unit Commander Finance Report.

e. For the purposes of the following policy:

(1) The ASA (M&RA) will identify the critical languages the Army will pay for FLPB.

(2) The Defense Language Office will determine which languages on the strategic language list are dominant in the force. When a language is also identified by the Army as dominant in the force, the Army will only pay FLPB to Soldiers in a language dependent MOS/specialty or language-coded billet. For example, Spanish has been identified as a dominant language. Only those Soldiers who are in a language dependent MOS/specialty or language-coded billet (or officer equivalent) for Spanish will be paid FLPB for Spanish.

(3) The language proficiency will be determined by the level of proficiency a Soldier possesses in a foreign language skill as certified by a testing method endorsed by DLIFLC.

6–2. Foreign Language Proficiency Bonus Program

a. Conditions. Languages or specialties recommended for FLPB must satisfy the conditions prescribed by this chapter.

b. Active Army. The ACOMs may forward requests for administrative or policy changes to the DCS, G–1 (DAPE–PRR–C), Washington, DC 20310–0300, with an information copy to the DCS, G–2 (DAMI–OPO). Send requests for changes in proficiency levels to be paid or changes in the Army critical language list to the DCS, G–2 (DAMI–OPO), 1000 Army Pentagon, 2D382, Washington, DC 20310–1000.

c. Reserve Components. The RC commands may request changes to the FLPB program through their chain of command.

(1) All ARNG Commanders submit change requests through their State Adjutants General (TAG) to CNGB (NGB–ARH).

(2) The USAR commands will forward requests through USARC (AFRC–PRP) to AHRC (AHRC–PLS–R).

(3) The IRR Soldiers will forward requests directly to AHRC–PLS–R.

Section II
Policy

6–3. Criteria for individual Soldier eligibility

a. A Soldier is eligible to receive FLPB if all the conditions listed below are met.

(1) Active Army Soldiers must be—

(a) On active duty and entitled to basic pay.

1. For enlisted Soldiers, eligibility initially begins when an enlisted Soldier completes advanced individual training, has been awarded an MOS, and has signed in to their first permanent duty station.

2. For officers, eligibility initially begins when an officer completes Officer/Warrant Officer Basic Course and has signed in to their first permanent duty station.

3. For Soldiers who do not meet the conditions listed above, a fully supported justification for a waiver must be sent to AHRC (AHRC–PLP–I) for consideration and approval.

(b) Certified proficient within the past 12 months in a foreign language which the Army has a critical need as determined by the ASA (MR&A).

(2) Army National Guard and USAR Soldiers must—

(a) Be in active status in good standing and must not have been adjudicated unsatisfactory performers in the previous 12 months as defined in 10 USC 10147 and AR 135–91.

(b) Not be required to have performed duty or received base pay in the month for which they are entitled to FLPB and are no longer subject to the 1/30th rule.

(c) Be certified proficient within the past 12 months in a foreign language for which the Army has a critical need as determined by the ASA (M&RA).

b. When eligibility, award, or termination of FLPB cannot be determined, forward the case with recommendations through command channels to—

(1) Commander, AHRC, (ATTN: AHRC–PLP–I), 200 Stovall Street, Alexandria, VA 22332–0406, for AA Soldiers.

(2) Through Chief, NGB, (ATTN: NGB–ARH), 1411 Jefferson Davis Highway, Arlington, VA 22202–3231, for ARNG Soldiers.

(3) Commander, ARHRC, (ATTN: AHRC–PLS–R), 1 Reserve Way, St. Louis, MO 63132–5000, for USAR Soldiers.

c. The effective date of FLPB payments will be the date of the DLPT, DLRPT, or OPI. If the DLPT is administered on two separate days, then the effective date of FLPB will begin on the later of the two dates. For example, a Soldier is administered the listening DLPT on Jan 1, and the reading DLPT on Jan 2, FLPB is not effective until Jan 2. If no DLPT exists, the FLPB will be based on the DLRPT or OPI score.

d. The procedures for determining FLPB eligibility for 09L MOS CLANG/primary language are as follows:

(1) Only the OPI score will be used to determine FLPB eligibility for the CLANG/primary language

(2) 09L Soldiers proficient in subsequent language(s) will be administered the DLPT to determine FLPB eligibility. For languages where there is no DLPT, FLPB will be awarded on the score of the single modality that is tested, either speaking (OPI) or reading (DLRPT).

(3) 09L Soldiers must meet eligibility requirements listed above in paragraphs 6–3*a*(1) or 6–3*a*(2), above.

(4) The applicant will be administered the target language OPI after the English Comprehension Level Test (ECLT) or the American Language Course Placement Test (ALCPT) is given. Applicants who score 80 or higher shall be administered the DLPT (if available) in their target language at the MEPS. All applicants who score 79 and below must attend DLIELC sponsored English training prior to being administered the DLPT. The DLPT will not be used for FLPB entitlement.

(5) The following guidance for test administration and scoring pertains to 09L only. This guidance shall not be applied to any other MOS or test results.

(a) Guidance counselors will initiate the request for applicants to be tested in an OPI for the individual's target language. This request must be coordinated with DLIFLC at OPI@monterey.army.mil. The interview must be proctored by the guidance counselor to verify the identity of the examinee and to preserve the integrity of the OPI. Both a speaking and reading proficiency score will be issued. Applicant must achieve a minimum proficiency level of 2 on speaking and 1 on reading.

(b) The DLIFLC will produce the DA Form 330 and fill in blocks 1 and 2 (as appropriate), block 6 (recruiting battalion and MEPS), and block 11 (OPI test date, OPI score, verified test administrator's name/location/phone number, and signature). Blocks 3, 4, 5, 7, 8, 9, and 10 will be left blank.

(c) The DLIFLC will fax or e–mail to the appropriate guidance counselor who will in turn provide it to the TCO at the MEPS.

(d) The TCO will annotate DLPT scores as necessary on the same DA Form 330.

(e) Disposition of the DA Form 330: Copies 1 and 2 are forwarded to the CDR, AHRC, ATTN: AHRC–PLS–R/ language manager, 1 Reserve Way, St. Louis, MO 63132–5200, retain one copy in the individual's record, and send one copy to the Soldier's first duty station.

6–4. Amount of payment

a. The FLPB may be paid in addition to any other pay or allowance to which the Soldier is entitled.

b. The FLPB payment levels are listed in table 6–2.

c. The amount of FLPB may not exceed $500 per month for a single language, and $1,000 per month for a combination of languages.

(1) The language must be on an approved DOD Language list. The list is posted on the Linguist Knowledge Network on the Army Knowledge Online (AKO) (https://www.us.army.mil/suite/page/179065).

(2) The FLPB will only be paid for one dialect per language. For example, Portuguese: A Soldier testing in both European and Brazilian dialects will only be paid for one language. Should a question arise in determining the difference between a dialect and a language, DLIFLC will be the arbitrating authority.

(3) To qualify for FLPB in Arabic dialects AE, AP, and DG, Soldiers must take the Modern Standard Arabic reading test (AD) (DLPT5) and the listening test for the dialect (DLPT5). Soldiers can only receive FLPB for one Arabic dialect (AD, AE, AP, DG, or DH).

(4) The FLPB can be paid for multiple languages.

(5) The FLPB payment level (see table 6–2) is determined by proficiency ratings (see table 6–1) and language payment list (see table 6–3).

(6) Soldiers will be paid depending on which payment list the language is listed, except for those languages identified as dominant languages for which no entitlement will be paid. Exceptions are listed as follows:

(a) Soldiers in a language dependent MOS/specialty or CMF (for FLPB purposes only) (indicated below) will be paid at the payment list "A" rate for their CLANG/primary language. Soldiers must be proficient in the CLANG/primary language to be eligible for FLPB in subsequent languages.

(b) Soldiers assigned to a language-coded billet, designated with a specific language, will be paid FLPB depending on which payment list the language is listed to include languages designated as dominant. If the language is not listed on payment lists "A", "B", or "C", then FLPB is paid at the payment list "C" rate.

(c) Soldiers who are attending professional military education (PME) or equivalent courses, other than initial training, conducted in a foreign language will be paid FLPB and will be considered as Soldiers assigned to a language-coded billet. Selection to attend the course must require at least 2/2 proficiency in a foreign language and must be stated in the Soldier's orders to attend the course. The following schools are examples of qualifying PME: Western Hemisphere Institute for Security Cooperation, Olmsted Scholar Program, and School of Other Nations. Example: An 11A (infantry officer) selected to attend the War College equivalent conducted by the Spanish Army in Spain, would be eligible for FLPB for Spanish while attending the course.

(d) Subsequent languages are paid depending on which payment list they are listed. Languages identified as dominant in the force will not be paid.

(e) The language dependent MOS and CMF (for FLPB purposes only) are listed below: enlisted: 09L, 35L, 35M, 35N, 35P, 35Z, or PMOS in CMF 18, 37, or 38 warrant officer: MOS 180A, 350Z, 351L, 351M, 351Y, 352N or 352P officer: Branch 18, 37, 38, functional area (FA) 47G, 48 Examples: An officer was trained at DLI in German as part of the FAO training. As long as the officer maintains the FAO designator, he or she will be paid at the payment list "A" rate even when the officer is assigned outside the FAO career field. If the officer loses the FAO designator, he or she will be paid on the payment list where the language is listed. In this example, since German is not on a payment list, the officer would stop receiving FLPB. A 98G Hebrew will be paid at the payment list "A" rate. If the Soldier also qualifies for FLPB in Kurdish, then payment for Kurdish will be at the payment list "B" rate. A 35M Russian will be paid at the payment list "A" rate. If the Soldier also is certified proficient in Spanish, the Soldier will only receive FLPB for Russian. A 35M with a CLANG/primary language (Spanish) and is not certified proficient will not be paid FLPB for Spanish or any other language which the Soldier is certified proficient. An 11B is assigned to a billet coded for Spanish. The Soldier will be paid FLPB at the payment list "A". The Soldier's entitlement for FLPB ends when the assignment to the Spanish coded billet ends. An 11B is assigned to a billet coded "ZZ" and is certified proficient in Spanish is not eligible for FLPB for Spanish. The language-coded billet must be for a specific language.

d. The FLPB is computed based on a 30-day month. Entitlement accrues from the authorization date through the day prior to the date of termination. FLPB is prorated for the portion of the month in which entitlement starts or ends.

Table 6–1
Proficiency ratings

DLPT 1			DLPT II, III, IV, and DLRPT		
Raw score	Proficiency rating	Data code	Converted score	Proficiency rating	Data code
1–20	0	00	1–24	0	00
21–23	0+	06	25–29	0+	06
24–29	1	10	30–35	1	10
30–35	1+	16	36–39	1+	16
36–42	2	20	40–45	2	20
43–48	2+	26	46–49	2+	26
49–60	3	30	50+	3	30

OPI and DLPT 5	
Proficiency Rating	Data Code
0	00
0+	06
1	10
1+	16
2	20
2+	26
3	30
3+	36
4	40
4+	46
5	50

Notes:

[1] In languages for which DLPT I, II, III, or IV are available, Soldiers are tested only in listening and reading.

[2] The DLRPT is available in Amharic and Hausa. FLPB eligibility is determined on the basis of the Reading skill only.

[3] Procedures for ordering DLPTs are referenced in AR 611–5. Further guidance is available from the Army Personnel Test program manager at the following address: Education Division (AHRC–PDE), Army Human Resources Command, 200 Stovall St., Alexandria, VA 22332–0406 (telephone: DSN: 221–9812 or commercial (703) 325–9812). A list of currently available tests with their formats and component numbers are issued to all TCOs via message. Implementation of new tests and availability of their components are announced by electronic message of DA circular.

[4] The OPI is used to determine FLPB for languages in which no DLPT exists. FLPB eligibility is determined on the basis of the speaking proficiency only. Only authorized Army personnel TCOs can arrange for OPIs in these languages by contacting the Language Testing and Management Division at DLIFLC in Monterey, California, opi@monterey.army.mil. The interview must be proctored by an authorized TCO, ATCO, or test examiner to verify the identity of the examinee and to preserve the integrity of the OPI.

Table 6–2
Payment levels

DLPT score	Payment list "A"	Payment list "B"	Payment list "C"
2 / 2	$200	$150	$125
2+ / 2+	$300	$200	$175
3 / 3	$400	$300	$275

Table 6–3
Language payment lists

Payment list "A"	
Arabic[1]	AD/AE/AP/DG/DH
Chinese[2]	CC/CM/CS/CZ
French[10]	FR
Hindi[3]	HJ/KA/MN/TC/TE
Indonesian[4]	JN/JV
Japanese	JA
Korean	KP
Persian Dari	PG
Persian Farsi	PF
Portuguese Brazilian / European[10]	PQ/PT
Punjabi	PJ
Pushtu[5]	PU/PV
Russian[10]	RU
Spanish[10]	QB
Turkish[6]	TU/UB
Urdu	UR
Payment list "B"	
Azeri / Azerbaijani	AX
Bengali	BN
Cambodian-Khmer	CA
Hausa[7]	HS/JB/YQ
Kazakh	KE
Kurdish	KU
Malay	ML
Serbo-Croatian	SC
Swahili	SW
Tagalog[8/9]	JL/TA/VB
Thai	TH
Uyghur	UJ
Uzbek	UX
Vietnamese	VC/VN/VS
Army selected languages for payment list "B"	
Albanian	AB
Kyrghz	KM
Somali	SM
Tajik	TB
Payment list "C"	
Amharic	AC
Armenian	AR
Chechen	CK
Georgian	GC

Table 6–3
Language payment lists—Continued

Haitian-Creole	HC
Hebrew	HE
Kikongo	KG
Lingala	LJ
Tigrinya	TL

Notes:

[1] Includes MSA, Algerian, Egyptian, Gulf, and Levantine dialects.

[2] Includes Mandarin, Cantonese, Gan, and Wu.

[3] Includes Tamil, Telugu, Malayalam, and Kanarese.

[4] Includes Javanese.

[5] Includes Pushtu-Afghan.

[6] Includes Turkmen.

[7] Includes Yoruba and Ibo.

[8] Includes Cebuano and Iiocano.

[9] Tagalog is paid at the payment list "A" rate.

[10] Dominant language.

6–5. Determination of foreign language proficiency bonus level

a. The FLPB payment levels are based on proficiency ratings in listening, reading, and/or speaking with a minimum proficiency score of 2.

b. Proficiency ratings are determined from the raw or converted scores from the DLPT I, II, III, and IV, or from the results of the OPI, DLRPT, or the DLPT 5.

c. The lower of the proficiency rating received in reading and/or listening is used to determine the FLPB payment level. The speaking skill (OPI), if taken, will not be used for FLPB determination, except where a DLPT or DLRPT is not available or where the speaking proficiency is a requirement for the MOS or language-coded position. Examples: A Soldier who is certified proficient at 2+ listening, 2 reading, and 3 speaking (OPI) will be awarded FLPB based on the listening and reading scores only. In this example, the Soldier will be eligible for FLPB at the 2/2 rate (the lower of the two test scores). For languages where there is no DLPT, FLPB will be awarded on the score of the single modality that is tested, either speaking (OPI) or reading.

6–6. Annual certification

a. Annual certification is a requirement for FLPB.

(1) If no DLPT or DLRPT exists for the language, an OPI is used to determine FLPB. FLPB eligibility is determined on the basis of speaking proficiency only (see table 6–1, note 4).

(2) Soldiers who are due annual recertification, but are assigned OCONUS where testing facilities are not available, can have their commander/supervisor recertify their current proficiency in lieu of the DLPT or OPI. The recertification must be documented on a DA Form 4187 with the following annotation: "The commander/supervisor certifies that the recipient can perform his/her linguistic duties in a satisfactory manner and is proficient at a level consistent with the FLPB rate for the previous year." The DA Form 4187 is forwarded to the appropriate record custodian for issuance of orders to authorize FLPB. Orders authorizing FLPB are effective for not longer than 12 months from the evaluation date on the DA Form 330. There is a two year consecutive limit on this exemption not directly tied to contingency operations. Soldiers must be recertified using the DLPT or OPI as soon as practicable within 180 days after returning to their permanent duty station. If scheduling an OPI takes longer than 180 days, the TCO must contact AHRC–PLP–I, FLPB program manager for an exception to policy.

b. Soldiers who are already certified proficient in a language they are receiving FLPB and are in a training program for that same language are exempt from the annual certification requirement while they are in the course. The Soldier's unit of assignment is responsible for generating the DA Form 4187 requesting the exemption and must ensure that the orders authorizing FLPB are extended to the end of the course. If a Soldier is receiving FLPB for a second language, they must still meet the annual certification requirement for the language. For example, a Soldier who is an Arabic linguist is attending the DLIFLC Advanced Course. While attending the course, the annual recertification for FLPB becomes due. The Soldier does not take the Arabic DLPT and continues to receive FLPB. The Soldier will test at the end of the course. If the Soldier is also receiving FLPB for Persian Farsi, the Soldier must still comply with the annual recertification requirement for Persian Farsi and test prior to the annual recertification date in order to continue receiving FLPB for Persian Farsi.

c. To qualify for FLPB in Arabic dialects AE, AP, DG, Soldiers must take the Modern Standard Arabic reading test (AD) and the listening test for the dialect (DLPT5).

6–7. Foreign language proficiency bonus recipient report requirements (RCS CSGPA–1747)

The unit commander must comply with the reporting requirements in this section if they have Soldiers who are eligible and receiving FLPB entitlements. Monthly reports must be prepared in the format outlined in figure 6–1 and forwarded through the appropriate command channels.

a. The ACOM, ASCC, DRU, and RCs will send consolidated reports by the 15th of each month to the DCS, G–1 (DAPE–PRC), 1000 Army Pentagon, Washington, DC 20310, and post a copy in the FLPB folder on the Linguist Knowledge Network (AKO) FLPB home page. The report format is available for download at that site.

b. State Adjutants General will forward reports on ARNG Soldiers through HQDA to the Chief, NGB, (NGB–ARH), 1411 Jefferson Davis Highway, Arlington, VA 22203–3231.

c. The USAR commands will forward reports on USAR Soldiers to Commander, ARHRC (ARPC–PLS–R), 1 Reserve Way, St. Louis, MO 63132–5000.

Unit/Command Name						Payment List A			Payment List B			Payment List C		
Language/Language Code	MOS Language Dependent	Assigned to Language Coded Billet	Officer	Warrant	Enlisted	$200.00	$300.00	$400.00	$150.00	$200.00	$300.00	$125.00	$175.00	$275.00
AD	Yes		1	2	21	18	1	4						
AD	No				15	7	3	5						
QB	No	Yes			1	1								

Notes:

[1] List the unit or command name on the first line.

[2] Language: Enter the LIC.

[3] Language dependent MOS: For each language, seperate the total number of Soldiers in language dependent MOSs and those Soldiers who are not.

[4] Language coded billet: Total of the number of Soldiers assigned to a language-coded billet who are not in a language dependent MOS.

[5] Total the number of officers, warrant officers, and enlisted Soldiers receiving FLPB.

[6] Total the number of Soldiers receiving FLPB for each payment list and pay rate.

Figure 6–1. Foreign language proficiency bonus report format

Section III
Orders

6–8. Orders for Army National Guard and U.S. Army Reserve procedures

a. Order Format 330 (AR 600–8–105) is issued to award, terminate, change, and reinstate FLPB award levels for ARNG and USAR Soldiers. A single order is used to award each language entitlement, with the appropriate effective and termination date. DFAS does not generate an automatic termination date.

b. Orders will reflect that FLPB is effective for not longer than 12 months from the evaluation (test) date (block 10)

on the DA Form 330, except when Soldiers are assigned in a OCONUS location where testing facilities are not available, an exception to policy is granted in accordance with paragraph 6–6*a*(2).

c. Commands authorized to issue active duty for special work, annual training (AT), active duty training, or ADADS orders are the orders issuing authorities for FLPB orders.

d. The authorized FLPB level (that is, $200) (see table 6–2 for payment levels), the LIC, and the language payment list (A, B, or C) (see table 6–3 for language payment list) must be on all FLPB orders.

e. For Soldiers who are proficient in a language not on the language payment list, the justification must be indicated on the order along with the statement, "Soldier is in a language dependent or primary MOS or assigned to a language-coded billet."

f. Only the organization that published the original order may amend, rescind, or revoke the order. Exceptions to this policy are listed in AR 600–8–105, paragraph 2–21.

6–9. Recommendations to terminate, change, or reinstate foreign language proficiency bonus for Army National Guard and U.S. Army Reserve Soldiers

a. Recommendations for termination change of award level, or reinstatement of FLPB for ARNG and USAR Soldiers are originated by the unit commander and sent through the Soldier to the orders issuing authority. If the termination is for a reason other than the Soldier's having failed to qualify by means of testing, the recommendation must include the justification (for example, being assigned to a non-language-coded billet).

b. The Soldier will attach a statement to the correspondence acknowledging that he or she—

(1) Has read the correspondence.

(2) Understands the nature of the action.

(3) If notified of termination, understands the effective date of termination.

(4) Has received a copy of the basic correspondence.

(5) Does or does not wish to submit statements on his or her behalf.

c. The approving authority for termination, change, or reinstatement of FLPB for RC Soldiers is the issuing authority of the original FLPB order (for example, if the Soldier is no longer at the command that issued the order, the gaining command must contact the losing command to rescind the order in error). Upon notification, the gaining command will publish a new order to correct the FLPB entitlement.

6–10. Termination of foreign language proficiency bonus to Army National Guard and U.S. Army Reserve Soldiers

The FLPB is terminated when a Soldier—

a. No longer meets all of the requirements for continued entitlement noted in paragraph 6–3*a*(2).

b. Is released from assignment or attachment to the duty position that required the language proficiency, except when attending courses of instruction which are related directly to or are necessary for, continued FLPB qualification.

6–11. Reinstatement

An ARNG or USAR Soldier terminated according to paragraph 6–10 may be reinstated immediately upon satisfying the eligibility requirements of paragraph 6–3*a*(2).

Section IV
Processing Request for Foreign Language Proficiency Bonus

6–12. Rules for processing requests for foreign language proficiency bonus or changes of award level for Active Army

a. Order format 330 (AR 600–8–105) must be issued to award, terminate, change, and/or reinstate FLPB award levels for AA Soldiers. A single order is used to award each language entitlement with the appropriate effective and termination dates. DFAS does not currently generate an automatic termination date.

b. Orders will reflect that FLPB is effective for not longer than 12 months from the evaluation (test) date (block 10) on the DA Form 330, except when Soldiers are assigned in a OCONUS location where testing facilities are not available and an exception to policy is granted in accordance with paragraph 6–6*a*(2).

c. Recommendation by the unit commander for a change of payment level must contain justification and be sent to the orders issuing authority. The Soldier must be notified of the recommendation.

d. The authorized FLPB Level (see table 6–2 for payment list) and the LIC (see table 6–3 for language payment list) must be on all FLPB orders.

e. For Soldiers who are proficient in a language not on the language payment list, the justification must be indicated on the order along with the statement, "Soldier is assigned to military duties requiring proficiency in a required language and is performing the duties of the position".

f. For Soldiers in a language dependent MOS, the orders must state the Soldier's CLANG/primary language. The

CLANG/primary language must be identified on each order awarding FLPB even for orders awarding FLPB for second and third languages.

g. Only the organization that published the original order may amend, rescind, or revoke the order. Exceptions to this policy are listed in AR 600–8–105, paragraph 2–21.

6–13. Processing requests for foreign language proficiency bonus or change of award level
Table 6–5 contains the procedures required for awarding or changing of the FLPB level.

6–14. Terminating or reinstating foreign language proficiency bonus
a. The date of termination or reinstatement is based on the actual date that the Soldier was removed, reinstated or failed to meet the minimum proficiency score of 2.

b. Entitlement to FLPB is terminated when a Soldier no longer meets all of the requirements for continued entitlement according to paragraph 6–3*a*(1).

(1) Soldier fails to requalify in the language for which FLPB is being paid.

(2) Soldier does not meet annual recertification requirements for continued FLPB receipt.

(3) Soldier is released from assignment or attachment to the duty position that required the language proficiency or is not performing the military duties of the position.

c. The FLPB will continue uninterrupted when the Soldier is—

(1) Performing temporary or special duties not to exceed 90 days.

(2) Attending a course of instruction related directly to or necessary for continued FLPB qualification.

(3) In an inpatient or in-transit status.

(4) On authorized leave to include transit between PCS assignments.

6–15. Steps for commanders terminating or reinstating foreign language proficiency bonus
Table 6–6 contains procedures required for terminating or reinstating FLPB.

Section V
Program Maintenance

6–16. Maintaining the Foreign Language Proficiency Bonus Program
To maintain the FLPB Program—

a. Monitor message traffic and letters for changes to the FLPB Program.

b. Initiate actions at the installation level to determine Soldier eligibility and issue orders.

6–17. Procedures for maintaining the Foreign Language Proficiency Bonus Program
Table 6–5 contains the procedures required for maintaining the FLPB Program.

6–18. Testing procedures
a. Soldiers must submit a DA Form 4187 through their unit command to schedule a DLPT with the TCO.

b. The TCO will provide an original signature copy of the test results directly to the Soldier's MPD/HRO or brigade S–1. Note: Test results can not be hand-carried by the Soldier. The Soldier will also be given a copy of the test results. Servicing TCOs will maintain a record of test results according to AR 611–5 for each individual tested.

c. Disposition of the DA Form 330: Copies 1 and 2 of the DA Form 330 for AA personnel are forwarded to the Commander, AHRC to update the Total Army Personnel Data Base (TAPDB)—

(1) Enlisted personnel are sent to AHRC–EPB–M, 2461 Eisenhower Avenue, Alexandria, VA 22331.

(2) For commissioned officers and warrant officers, the address is Commander, AHRC, 200 Stovall Street, Alexandria, VA 22332–0406 and the appropriate career branch within AHRC.

d. Retain one copy in the individual's record, and one copy to Soldier's duty station.

e. For USAR personnel—

(1) Copies 1 and 2 of the DA Form 330 are forwarded to the Commander, AHRC, ATTN: AHRC–PLS–R/language manager, 1 Reserve Way, St. Louis, MO 63132–5200, retain one copy in the individual's record and one copy to Soldier's duty station.

(2) For TPU personnel, copies 1 and 2 of the DA Form 330 are forwarded to Commander, AHRC, ATTN: AHRC–PLS–R/language manager, 1 Reserve Way, St. Louis, MO 63132–5200; retain one copy in the individual's record and one copy to Soldier's duty station.

f. For ARNG personnel, copies 1 and 2 of the DA Form 330 are forwarded to the state/territory Joint headquarters; retain one copy in the individual's record and one copy to Soldier's duty station.

Table 6–4
Steps for awarding or changing the foreign language proficiency bonus level

Step	Work center	Required action
1	Battalion S–1 (BN S1)/MPD/ HRO, BDE S–1	Prepare application (DA Form 4187) for unit commander's signature. Verify eligibility, see paragraph 6–3, obtain commander's approval and process EMILPO position number change (POSN).
2	BN S1	Obtain unit commander's approval.
3	BN S1	Verify request using DA Form 330. a. Upon receiving DA Form 330, determine whether current (termination date is 12 months from the evaluation date - block 10) and if Soldier meets other criteria. b. Determine proficiency rating/FLPB payment list (A, B, or C), FLPB amount, LIC and MOS or Specialty. c. If distribution has not been made, distribute DA Form 330 as indicated above.
4	BN S1	Prepare orders (Format 330, AR 600–8–105) with effective date, termination date, FLPB payment list (A, B, or C), FLPB amount, LIC, authority (message XXXX), MOS or specialty and special instruction (SI) (if required).
5	BN S1	Distribute orders as follows: 2 copies-FAO, 1 copy unit record, and 1 copy to Soldier.
6	BN S1	Process EMILPO special qualification identifier (SQI) transaction if "L" not in PMOS.
7	Unit	Ensure Soldier is utilized in position authorized for FLPB; exceptions must be certified by unit commander as indicated in Step 1 above.
8	HQDA	AHRC enters the Soldier's languages, proficiency scores and dates from the DA Form 330. The Soldier's CLANG is maintained at AHRC, for enlisted (AHRC–EPB–M) and officers by individual branch managers.
9	Field System Division	Submit trouble ticket to Personnel Automation Section (PSB) or Electronic Data System (EDS) to update the language on the ERB or ORB, if an error occurs.

Table 6–5
Steps for maintaining the Foreign Language Proficiency Bonus Program

Step	Work center	Required action
1	BN S1/MPD/HRO, BDE S1	Maintain current records and suspense on designated FLPB positions and personnel receiving FLPB.
2	BN S1	Receive annual DA Form 330 from TCO for each eligible Soldier. a. Determine Soldier's eligibility (did Soldier retest within 12 months from last test). b. Determine proficiency rating, payment list (A,B, or C), payment level (amount), LIC, and MOS/Specialty. c. Distribute DA Form 330 as indicated above.
3	BN S1	Process EMILPO SQI transaction of "L" not in PMOS. Verify ERB/ORB for update.
4	BN S1	Prepare orders (Format 330, AR 600–8–105) with effective date, termination date, payment list (A, B, or C), payment level (amount), LIC, authority (message), MOS or Specialty and SI (if required).
5	BN S1	Distribute orders as follows: 2 copies-FAO, 1 copy unit record, 1 copy to Soldier.
6	Unit	Maintain current roster of FLPB recipients with their FLPB termination date and FLPB amount. Ensure Soldier is utilized in position authorized for FLPB.
7	Unit	Conduct monthly audits using the Unit Commander Finance Report (UCFR) to certify eligibility for all personnel receiving FLPB.

Table 6–6
Steps for terminating or reinstating foreign language proficiency bonus

Step	Work center	Required action
1	Unit	Determine whether Soldier qualified for reinstatement.
2	BN S1	Prepare recommendation for unit commander's signature to terminate or reinstate FLPB.
3	BN S1	Prepare letter of acknowledgment that Soldier— a. Has read letter of recommendation. b. Understands nature of action. c. Understands effective date of termination or reinstatement. d. Has received a copy of recommendation. e. Does or does not desire to submit statements in his or her behalf. The Soldier has up to one year to correct or change his FLPB entitlement with his assigned unit; otherwise an ETP must be forwarded to Commander, AHRC. f. Distribution: copies-FAO, 1 copy unit record, 1 copy to Soldier.
4	BN S1	Obtain unit commander's approval.
5	BN S1, MPD/HRO, BDE S1	Prepare orders (DA Form 330, AR 600–8–105). a. FLPB may be reinstated by revoking termination orders. b. Applicable FLPB payment list, FLPB amount, LIC, effective and termination date (both dates could be the same), authority, and SI if applicable
6	BN S1	Process EMILPO SQI transaction to remove or replace "L" in PMOS if new DLPT scores are below 1/1 SQI "L" proficiency standard. Verify ERB/ORB for update.
7	BN S1	Receive record and update DA Form 330. Ensure distribution has been made; distribute DA Form 330 as indicated in paragraph 6–12, above.
8	BN S1	Process EMILPO POSN transaction.
9	BN S1	Ensure Soldier is utilized in position authorized for FLPB (see para 6–4 for exceptions).
10	UNIT	Verify Soldiers eligibility/entitlement, ensure individuals FLPB entitlement is stopped and/or corrected.

Chapter 7
Management of Linguist Assets

Section I
Career Development

7–1. Enlisted personnel
Army enlisted linguists are managed through the following three groups: Personnel in language-dependent MOS', personnel in non-language-dependent MOS', and personnel possessing a foreign language capability not related to their MOS.

a. Personnel in language-dependent MOS. Career development of these personnel will be ensured in training, assignment, and utilization directed by career branch managers and user unit commanders. These personnel will be assigned to duties that stress progressive acquisition and use of higher-level language skills. Intermediate and advanced language courses, when available, will be incorporated into their career progression. Language-dependent MOS' are as follows:

(1) 09L Interpreter/translator.

(2) 35M HUMINT collector.

(3) 35P Cryptologic linguist.

b. Personnel in non-language-dependent MOS. These personnel, trained in a foreign language in preparation for a specific assignment, continue to be identified as linguist assets after their initial use and are routinely considered for subsequent linguist assignments. However, the attainment of a language skill should not block or hinder the individual's normal pattern for career development in his or her PMOS or career management field (CMF).

c. Personnel possessing a foreign language capability not related to their MOS/FA. Utilization of personnel found by voluntary testing and self identification to meet routine language requirements will depend on the overall needs of the Army and the individual's language proficiency and availability. The primary reason for identifying such individuals is for potential use in national emergencies or mobilization. These personnel may be eligible for reclassification into language-dependent or language-enhanced MOS; however, their language capability normally does not influence career development within the PMOS or CMF.

7–2. Officer/warrant officer personnel

Officer/warrant officer linguist career development will continue to be based on confirmed requirements and be administered under the Officer Personnel Management System (OPMS) specialties or warrant officer MOS. Officers in the MI, SF, and Civil Affairs (CA) Branches and the FAO and CA/psychological operations FAs, in particular, should seek language training and use it as an important component of a well-balanced career.

Section II
Utilization and Reutilization

7–3. Utilization

a. Upon completion of language training, individuals will be assigned against the linguist authorizations for which they were trained.

b. When requirements have been canceled, the individual will be assigned, when possible, to a position or area where the acquired language capabilities can be used.

c. Enlistment bonus and selective reenlistment bonus recipients will be assigned against the MOS and language requirements for which the bonus was received (see AR 601–280, chapter 8).

d. The utilization policy above will not be used as a basis for preventing enlisted personnel from applying for ROTC, OCS, direct commission, or appointment to warrant officer.

7–4. Reutilization

a. Enlisted personnel in language-dependent MOS serve successive assignments against the language requirements for which they were trained. Assignments to positions not requiring a language (such as a drill sergeant) must be approved by the Commander, AHRC (ATTN: AHRC–EPL–M), 2461 Eisenhower Avenue, Alexandria, VA 22331–0457 for AA enlisted personnel and by the appropriate RRC for USAR personnel. ARNG personnel should refer to NGR 600–200 for specific guidance concerning reassignment restrictions.

b. Reutilization of enlisted personnel in non-language-dependent MOS and of officer linguists to fill language requirements is determined on a case-by-case basis, depending on the needs of the Army and the impact on the individual's professional development. While reutilization is less costly and improves the language proficiency of an individual, its effect on the Army's goal of developing sufficient qualified linguists to continually meet Army requirements must also be considered.

7–5. Application for linguist assignments (enlisted personnel)

Qualified AA Soldiers may apply for a linguist assignment by submitting DA Form 4187 (Personnel Action) through command channels to the Commander, AHRC (ATTN: AHRC–EPL–M), 2461 Eisenhower Avenue, Alexandria, VA 22331–0457.

Chapter 8
Command Language Programs

Section I
Establishing, Maintaining, Changing, and Documenting a Command Language Program at the Army Command, Army Service Component Command, Direct Reporting Unit, and Unit Level

8–1. Command Language Program

A CLP is the commander's foreign language training management program. The CLP provides direct access and management to linguists, DLPT scores, FLPP status, and language training. Various courses of instruction are operated by Service/agency installation or AA and RC commanders. All programs must be registered with DLIFLC to be officially defined as a CLP. Units that have personnel assigned to language-required positions are directed (see appendices B through E), to establish a CLP to support the language maintenance training of Soldiers in these positions. This training may include remedial, refresher, maintenance and enhancement training, with assistance from ACOM, ASCC, DRU, and HQDA. Courses may be full- or part-time, on- or off-duty, group or self-study, mandatory or voluntary, or in-house or contracted.

8–2. The importance of command language programs

The successes and failures of ACOM, ASCC, DRU, and unit CLPs greatly impact on the TALP's effectiveness as well as unit readiness. There are many reasons why CLPs are so important. The primary reason is that foreign language proficiency is so perishable that it requires great effort and considerable resources just to maintain existing skills.

Unless a CLP regularly nourishes the skills of a unit's linguists, these skills quickly deteriorate and may become so badly damaged that linguists require retraining at DLIFLC.

8–3. Establishing a command language program

Commands, units and other organizations that have personnel assigned to language-required positions will establish formal CLPs to serve their linguists. Units and organizations that are co-located should establish a consolidated CLP to make best use of available resources. ACOM, ASSC, and DRU wishing to further regulate the CLPs of subordinate commands should do so by supplementing this regulation. ACOM, ASSC, and DRU CLP will forward file copies of their supplements to this regulation to HQDA, the DCS, G–2, (DAMI–OPO), 1000 Army Pentagon, 2D382, Washington, DC 20310–1000.

8–4. Guidelines for establishing command language programs

The CLP is a commander's language program. As such, the commander is afforded a certain degree of latitude in establishing a CLP that is tailored to his/her unit's particular mission and supports his/her unit's unique training needs. This latitude also enables commanders to take full advantage of local language training opportunities and resources. DLIFLC Pamphlets 350–9 and 351–1 should be used for planning the establishment of new unit CLPs or revamping existing unit CLPs. Some tips for a successful CLP can be found in appendix G.

8–5. Mandatory command language program requirements

At a minimum, ACOM, ASCC, DRU, and unit CLPs must satisfy the following criteria:

a. Command driven. The CLP is a commander's program, and as such, must be commander approved. CLPs also should show evidence of command emphasis, command support, and commander cognizance and involvement. Commander's incentive programs that support linguist retention and improved proficiency are highly desirable. For example, a commander could offer a four-day pass for each linguist scoring a 3/3 on the DLPT.

b. Objectives. The CLPs must have clearly stated, quantifiable objectives. A CLP's objectives should address both global and technical language skills. Ideally, these objectives should be expressed as mission essential/critical tasks.

c. Command Language Program manager. The ACOM, ASCC, DRU, and units with language dependent MOSs or language-coded billets must have a designated CLPM. ACOM, ASCC, DRU, and units with over 150 linguist authorizations will have a dedicated CLPM. In units and organizations with small CLPs, the CLPM's job need not be a full-time duty. Ideally, the CLPM is one of the unit's senior linguists, who can also serve as a linguist mentor and advisor. The CLPM may also be a DOD civilian, preferably with experience as a military linguist, who is knowledgeable of the CLP. (Contractors can be appointed CLPM; however, the position cannot be paid with TALP funds.)

d. Command Language Council. Units with 50 or more linguist authorizations will establish a standing Command Language Council (CLC). The purpose of the CLC is to promote linguistic excellence through sharing of ideas and information and to prioritize training. Linguists from each of a unit's languages and MOSs should be represented on the CLC. In addition, the CLC should include linguist representatives from all sub-units with linguists. The CLC also should include the CDR, CSM, S–1, S–2, S–3, S–4, and the resource manager; however, the make-up of the CLC is up to the commander. The CLC should meet on a regular basis at least quarterly and be chaired by the CLPM. Minutes of these meetings should be published and maintained on file for at least one year. CLC need not be formed at the ACOM, ASCC, and/or DRU level as these functions are accomplished as part of normal staff operations. The creation of a CLC in units with less than 50 linguist authorizations is a commander/unit prerogative.

e. Command Language Program documentation. The CLPM is responsible for maintaining required CLP documentation (reference copies of publications listed in appendix A), the CLP linguist database, and the CLP files. Records retention schedules are located at http://www.rmda.belvoir.army.mil/ and on the Army Electronic Library CD–ROM (EM 0001), at Table X: File Category X.

(1) *Reference publications.* At a minimum, CLPs must have on hand current reference copies of all publications listed in section I of appendix A. It is highly recommended that the following publications also be on hand:

(a) This regulation.

(b) AR 220–1.

(c) AR 350–20.

(d) AR 380–67.

(e) AR 600–8–105.

(f) AR 612–201.

(g) AR 621–5.

(h) DA Form 7383–R Individual Linguist Record (ILR).

(i) Appropriate command CLP regulation.

(2) *Individual linguist record and certificate.* The individual linguist record and certificate (ILRC) is a 4-part form on which a Soldier's foreign language skills are recorded; it is authorized for local reproduction. As the Soldier moves from one station to another, clearing the CLPM will be part of out-processing; the ILRC will be picked up and carried with the Soldier to his/her next duty station where the Soldier will in-process with the CLPM and surrender the ILRC.

(3) *Command Language Program linguist database.* The CLP linguist database is the most important form of CLP documentation. At a minimum, the unit CLP database is comprised of the ILRCs of all assigned Soldiers with foreign language skills. Ideally, the key elements of a unit's CLP linguist database also will be entered on computer using standard database software. It would be helpful to have the capability to sort by different factors, such as DLPT date, language proficiency, language, FLPP level, MOS, and so on. As the database must be updated regularly in order to be accurate and, therefore, useful, the CLPM should develop a plan for maintaining cur rent information in the database.

(4) *Command Language Program files.* The CLP files will include all CLP-related correspondence. Customarily, the CLP files will include files devoted to the DLPT and DLPT testing; FLPP and FLPP orders; foreign language training resources and opportunities; CLP funding and budgeting; and CLP training records. All CLP files should be filed in accordance with AR 25–400–2.

8–6. Command language program required reporting

a. Categories. There are two categories of required reporting for all CLPs affected by this regulation and they are as follows:

(1) The TALP reporting to the DA TALP manager, as required by para 8–6*b*(2), below, for units receiving TALP funds.

(2) The CLP reporting through the ACOM, ASCC, DRU to DLIFLC, as required by AR 350–20.

b. Mandatory Army Language Program reporting. The ACOM, ASCC, DRUs, ARNG, and CAR are required to submit two annual TALP reports to the DA TALP Manager at the DCS, G–2 (DAMI–OPO). These are the TALP Plan (annual funding request) and the TALP Report (language funding status report). Subordinate CLPs will submit a TALP Plan and TALP report providing data on their CLPs to their TALP managers. The ACOM, ASCC, DRU reports to DA will be a consolidation of the subordinate CLP reports. The DA TALP manager will make available an electronic version of the standardized formats for the TALP Plan and TALP report.

(1) *The TALP Plan.* The TALP plan (annual funding request) will include, but not be limited to, data on: language program point of contact, linguist strength (officers, warrant officers, enlisted) authorized and assigned, total funding request, projected training costs by category, and senior intelligence officer comments relating to the contribution of TALP to unit readiness/specific impacts if TALP funding is reduced and/or if the training plan is not fully funded. Suspense to DA for the ACOM, ASCC, DRU version of the TALP Plan is 01 June, or as otherwise specified in subsequent DA TALP guidance.

(2) *The TALP report.* The end-of-year TALP report (language funding status report) will include, but not be limited to, data on: TALP point of contact, linguist strength authorized and assigned, summary of TALP funds (allocated, spent, unobligated, diverted), TALP expenditures by category, detailed description of training event/item (category, date, description, number trained, cost, hours trained), linguist proficiency of assigned linguists, comments explaining any diverted funds, a listing of any unfinanced requirements (UFRs), and senior officer comments relating to the contribution of TALP to unit readiness and/or specific impact of funding reductions, specific benefits if funding increased and other related issues. Suspense to DA for the ACOM, ASCC, and DRU version of the TALP report is 01 January or as otherwise specified in subsequent DA TALP guidance. Unit-level CLPMs should make every effort to enter data into their units' TALP report during the training year to ensure the availability and accuracy of that data and the timeliness of report submission.

Section II
Evaluating a Command Language Program at the Army Command, Army Service Component Command, Direct Reporting Unit, and Unit Level

8–7. Inspection guidance
Inspections are the primary means by which expenditures are monitored, ACOM, ASCC, DRU programs evaluated, and problems and issues identified.

8–8. Service program manager inspection of the command language programs of participating commands

a. The SPM will conduct inspections of participating commands and will provide at least thirty (30) days notice of the up-coming inspection.

b. The SPM will use the DA inspection of ACOM, ASCC, DRU CLP checklist provided in appendix E as the basis for the inspection. Additional questions, spot inspections, or re-inspection are authorized to adequately evaluate the CLP of participating commands.

8–9. Command language program inspection

a. The ACOMs, ASCCs, and DRUs will develop a biennial inspection program within their commands. Inspection checklists will be developed and may be reviewed by the DA SPM. Checklists may follow the format included in appendix E, but should be tailored for ACOM, ASCC, and DRU requirements. ACOM, ASCC, and DRU reviews are subject to review or spot inspection by the DA SPM.

b. Participating commands may consider using the Army Management Control Program (MCP) prescribed in AR 11–2 to guide their inspection programs as appropriate.

8–10. Command language program inspection requirements and penalties

a. Penalties may be imposed at the discretion of the SPM, participating commands, or subordinate commands for non-compliance with this regulation. Although language funds are not fenced by DA, the clear intent is for language funds to be used for training linguists so they can better support mission requirements. Language management personnel at all levels of command are obligated to report potential program abuses through their chain of command. Penalties may include—

(1) Withholding or reallocation of funds.

(2) Referral to external inspection agencies.

(3) Withdrawal of exception to policy authority.

(4) Other actions as deemed appropriate by the SPM.

b. Files on SPM and ACOM, ASCC, DRU inspection results will be maintained for two years.

Chapter 9
Linguist Readiness Reporting

9–1. Unit status report

All unit commanders, who are authorized linguists and are required to report unit status according to AR 220–1, are required to report the status of linguist readiness in MOS and language in the personnel section of the unit status report (NETUSR). This is also an appropriate report to include general information on the unit's linguist posture. The narrative in the "Personnel and/or Training remark" column of the unit status report should describe aspects of the unit's linguist posture such as language mix on hand versus authorized, linguist proficiency, and training programs.

9–2. Language dependent military occupational specialty

Soldiers in a language dependent MOS are only considered MOS–qualified when they have completed the advanced individual training for their MOS and have a current DLPT (within 12 months) with a score meeting the Army's minimum proficiency standards as outlined in chapter 5. Where deficiencies exist, advise parent units, ACOM, ASCC, DRU, and DCS, G–2 (DAMI–OPO) so that corrective action can be taken.

Chapter 10
Language Programming and Budgeting

10–1. Definition and purpose of The Army Language Program

The Army Language Program is the Army's mechanism to provide Commanders and linguists with sufficient resources to sustain and enhance foreign language skills required to perform mission essential tasks critical to the success of Army missions. TALP provides essential funding for the operation of unit-level CLPs and their non-resident language maintenance training activities within the Army. However, TALP does not fund CLPs operated by USASOC; SOF CLPs are resourced by USSOCOM. Only the MI linguists assigned to USASOC will be supported with TALP funding.

10–2. The Defense Language Program management decision package

For the purpose of resource planning, programming and budgeting, TALP is managed as an element and component of the TDLP MDEP. The DCS, G–2 (SPM) manages TALP; the Training Directorate of the DCS, G–3/5/7 (DAMO–TR), manages the TDLP MDEP. As the TALP manager, the DCS, G–2 must lead the way to ensure TALP is adequately resourced, regulated, and administered.

10–3. The Army Language Program requirements in the program objective memorandum process

The preparation of the budget is conducted through the annual DA program objective memorandum (POM) process at HQDA. The DCS, G–2 participates in this process to provide justification for TALP resources, as part of MDEP TDLP. The DA POM process normally begins in the first quarter and for practical purposes is concluded during early third quarter. The preparation of the budget begins with the DA POM process at HQDA. The DCS, G–2 participates in this process to ensure that the TALP program is a properly resourced part of MDEP TDLP.

a. The DA TALP manager provides TALP requirements data, justifications and recommendations, as appropriate, through the MDEP TDLP manager and the DCS, G–3/5/7 training program evaluation group (training PEG).

b. The DA TALP manager has developed and uses a DA TALP requirements model to determine the POM funding requirements to be requested for the entire program (within the TDLP MDEP) on behalf of the participating commands

(ACOM, ASCC, DRUs, NGB, and CAR). The TALP requirements model will be reviewed annually with the participating commands at the annual DA TALP planning conference and updated as necessary.

c. In its current form, the DA TALP requirements model (methodology) includes the following steps:

(1) Determine linguist population to train (for example, those in CLP-based language maintenance programs).

(2) Gather proficiency data and assess level of training required considering standard versus specific training needs.

(3) Calculate total annual hours to train per linguist; identify basic sustainment and intensive/immersion hours by component.

(4) Calculate average training cost per hour (average instruction, support and TDY costs) by component.

(5) Determine total program annual training costs (total population x hours required to train x cost per hour).

d. The DA TALP manager also conducts the following analysis of the DA TALP POM requirements prior to submission:

(1) Review and validate TALP-funded training requirements.

(2) Review and validate TALP execution data by ACOM, ASCC, DRU.

(3) Evaluate language proficiency levels as a measure of program success.

(4) Review linguist mission requirements from the field.

(5) Examine future requirements to identify the potential impact to funding levels based on changes in language and number of linguists, increased proficiency requirements, and changing force structure.

(6) Verify TALP total, validated, and critical funding requirements.

(7) Coordinate the TALP POM requirements with the participating commands prior to submission to the TDLP MDEP manager.

10–4. Other Army Language Program guidance

a. The HQDA, including other staff elements besides the DCS, G–2, may task the participating commands to submit POM requirements data through their channels. Participating commands will respond to this and any other HQDA planning, programming and budgeting guidance on TALP. Submissions will be made through channels according to Army Planning, Programming, Budgeting, and Execution System guidance (see AR 1–1).

b. Participating commands will identify TALP requirements separately in the POM and command operating budget (COB). TALP requirements will not be submitted in other major programs.

c. Accounting processing codes (APCs) will be established that identify CLP language training expenses to monitor execution of TALP funds.

d. All TALP fund transfers conducted by the DA TALP manager will be coordinated with the impacted ACOM, ASCC, DRU, or participating command's CLPM.

e. All UFRs for end-of-year funding will be submitted through the ACOM, ASCC, DRU to the DA TALP manager by 01 April or as soon as the requirement is identified.

10–5. Restrictions on the use of The Army Language Program funds

a. All TALP funds are limited to fund training for Soldiers in a language dependent or language required MOS, or required to have foreign language proficiency as part of their military duties.

b. All TALP funds will be used to resource unit CLPs, with the exception of CLPs within USASOC in which only training for MI linguists and their pro-rated share of CLP overhead costs will be funded with TALP. This does not preclude local programming of other P2 training funds to support CLP/language maintenance training.

c. All TALP funds will only be used for approved language maintenance and enhancement training activities and opportunities. TALP funds will not be used for acquisition training.

d. All TALP funds will not be used for other programs or sub-accounts.

e. All TALP funds may not be mixed with, used instead of, or used to supplement funds specifically appropriated to pay for MOS-producing training or to fund formal civilian education resulting in a degree (that is, travel and per diem costs to attend an MOS-producing course or tuition fees at a civilian institute to obtain a college degree).

f. All TALP funds may only be used for Soldiers It may not be used for civilians or contractors.

Appendix A
References

Section I
Required Publications

AR 40–501
Standards of Medical Fitness. (Cited in para 4–6*a*(6).)

AR 135–215
Officer Periods of Service on Active Duty. (Cited in para 4–9*b*(1)(b).)

AR 350–20/OPNAVINST 1550.7B/AFM 50–40/MCO 1550.4D
Management of the Defense Language Program. (Cited in para 8–5*e*(1)(c).)

AR 350–100
Officer Active Duty Service Obligations. (Cited in para 4–9*b*(1).)

AR 600–8–104
Military Personnel Information Management/Records. (Cited in paras 1–4*m*(4), 1–4*o*(1), 3–6*a*.)

AR 600–8–105
Military Orders. (Cited in paras 1–4*o*(2), 6–8*a*, 6–8*f*, 6–12*a*, 6–12*g*.)

AR 600–9
The Army Weight Control Program. (Cited in para 4–6*a*(6).)

AR 601–280
Army Retention Program. (Cited in paras 4–9*b*(2)(b), 4–6*c*(2), 5–6*a*(2), 7–3*c*.)

AR 611–5
Army Personnel Selection and Classification Testing. (Cited in paras 1–4*r*(4), 4–12*a*, 5–14*f*.)

AR 612–201
Initial Entry/Prior Service Trainee Support (RCS MILPC–17(R1)). (Cited in paras 1–4*m*(4), 3–2, 3–4*b*(1), 8–5*e*(1)(f).)

AR 614–200
Enlisted Assignments and Utilization Management. (Cited in paras 2–4, 4–8*a*, 4–9*b*(2)(a).)

AR 621–5
Army Continuing Education System. (Cited in paras 3–7, 4–12*a*, 8–5*e*(1)(g).)

Section II
Related Publications
A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 1–1
Planning, Programming, Budgeting, and Execution System

AR 11–2
Management Control

AR 25–400–2
The Army Records Management Information System (ARIMS)

AR 135–91
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

AR 135–200
Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

AR 135–210
Order to Active Duty as for Other Than A Presidential Selected Reserve Call-up, Partial or Full Mobilization

AR 140–1
Mission, Organization, and Training

AR 220–1
Unit Status Reporting

AR 350–1
Army Training and Leader Development

AR 350–3
Tactical Intelligence Readiness Training

AR 351–9/OPNAVINST 1500.27F/AFI 36–2230 (I)/MCO 1580.7D
Interservice Training

AR 380–67
The Department of the Army Personnel Security Program

AR 600–8
Military Personnel Management

AR 600–8–1
Army Casualty Program

AR 600–8–19
Enlisted Promotions and Reductions

AR 601–210
Active and Reserve Components Enlistment Program

AR 601–270/OPNAVINST 1100.4C/AFI 36 2003 (I)/MCO 1100.75D/COMDTINST M 1100.2E
Military Entrance and Processing Stations (MEPS)

AR 614–185
Requisitions and Assignment Instructions for Officers

AR 621–1
Training of Military Personnel at Civilian Institutions

DA Pam 25–91
Visual Information Procedures

DA Pam 600–8
Management and Administrative Procedures

DA Pam 600–8–23
Standard Installation/Division Personnel System (SIDPERS) Database Management Procedures

DA Pam 611–21
Military Occupational Classification and Structure

DODD 5160–41E
Defense Language Program (DLP). (Available at http://www.dtic.mil/whs/directives/.)

DOD 7000.14–R (volume 7, part A)
DOD Financial Management Regulation (DOD Military Pay and Allowances Entitlements Manual). (Available at http://www.dtic.mil/whs/directives/.)

DODI 7280.03
Foreign Language Proficiency Bonus (FLPB). (Available at http://www.dtic.mil/whs/directives/.)

DLIFLC Pam 350–9
Guidelines, Policies, and Procedures for DOD Command Language Program. (Available at http://www.mfp.usmc.mil/.)

DLIFLC Pam 350–14
DLPT IV Familiarization Guide. (Available at http://www.mfp.usmc.mil/.)

DLIFLC Reg 350–1
Student Management, Training and Administration. (Available at htt://www.mfp.usmc.mil/.)

DLIFLC Pam 351–1
Evaluation Guidelines for DOD Command Language Programs. (Available at http://www.mfp.usmc.mil/.)

NGR 600–200
Enlisted Personnel Management and Fiscal Year (FY) Enlistment Criteria Memorandum (ECM). (Available at http://www.ngbpdc.ngb.army.mil/.)

10 USC 10147
Ready Reserve: training requirements. (Available at http://uscode.house.gov/.)

37 USC 316
Pay allowances of the uniformed services. (Available at http://uscode.house.gov/.)

Section III
Prescribed Forms

DA Form 330
Language Proficiency Questionnaire. (Prescribed in para 5–11.)

DA Form 7383
Individual Linguist Record (ILR) (Prescribed in para 8–5*e*(2).)

Section IV
Referenced Forms

DA Form 483
Officer's Assignment Preference Statement

DA Form 2446
Request for Orders

DA Form 4187
Personnel Action

DA Form 11–2–R
Management Control Evaluation Certification Statement

DA Form 3953
Purchase Request and Commitment

SF Form 182
Authorization, Agreement, and Certification of Training. (Available at http://www.gsa.gov/.)

Appendix B
Outside Resources

B–1. Language identity
The DOD language abbreviation list can be accessed online at htpp://www.Lingnet.org/fieldsupport/langcodes.asp.

B–2. Major languages by country
The country list with major languages is listed alphabetically by country in the CIA World Factbook at http://www.odci.gov/cia/publications/factbook/index.html.

B–3. Interagency language roundtable language skill level
A description on the interagency language roundtable language proficiency levels for each modality is listed on their Web site at http://www.govtilr.org.

Appendix C
Department of the Army Inspection of Participating Command's Command Language Program Checklist

C–1. Command support
One of the most salient characteristics of a successful CLP is the degree and breadth of support provided to the program at the command level and, by example, throughout the rest of the chain of command. The following questions address both command-level issues and the day-to-day aspects of operational support of an effective CLP.

C–2. Inspection questions
a. Do the commander and others in the chain of command have an accurate picture of the language-mission requirements of the linguists in their command?

b. Are the commander and the ACOM, ASCC, DRU DCS, G–2 aware of potential sources of assistance and support to the CLP, to include DLIFLC or other DOD agencies?

c. Are all CLPMs at the ACOM, ASCC, DRU, and subordinate levels appointed in writing?

d. Do all CLPMs have a current copy of this regulation?

e. Is the CLPM responsible for the maintenance of a linguist skills database?

f. Has an annual ACOM, ASCC, DRU command language plan been developed in accordance with this regulation?

g. Has the annual ACOM, ASCC, DRU command language plan been returned to the HQDA TALP program manager in accordance with this regulation?

h. Has the ACOM, ASCC, DRU CLPM submitted an annual language budget report on the execution of dollars within 30 days of the end of the fiscal year?

i. Has the ACOM, ASCC, DRU CLPM established internal fiscal control policies (annual plans, periodic reports, and subordinate command inspections)?

j. Are expended funds documented? How?

k. Are accountability procedures adequate?

l. Were program funds expended to satisfy requirements set forth in the plan?

m. Were all requests to establish new contract language training programs submitted through the HQDA TALP program manager to DLIFLC for approval?

n. Is a ACOM, ASCC, DRU linguist incentive and awards program that carries tangible benefits in place, such as ACOM, ASCC, DRU Linguist of the Year?

o. Has the ACOM, ASCC, DRU conducted a biennial inspections of all subordinate CLPs? (Review after action reports, discuss results.)

Appendix D
DA Form 7383–R Individual linguist Record and Certificate

D–1. Using the DA Form 7383–R
The ILRC is a four-part form that should be completed at the MEPS by the TCO or guidance counselor. At the unit level, it should be completed by the CLPM or a designated representative if no CLPM exists. Instructions for completing the ILRC are listed below.

D–2. Part I

Record the linguist's basic biographical data in Part I of the ILRC, to include name, rank, SSN, PMOS, secondary MOS, and CLANG.

D–3. Part II

Record the linguist's current/initial foreign language expertise in Part II. Place the current proficiency ratings for listening, reading, speaking, and writing, together with the date of DLPT evaluation. Enter the appropriate proficiency rating using the ILR scale (for example, 0, 0+, 1, 1+, and so on), rather than the converted score or equivalent rating code (for example, 00, 06, 10, 16, and so on). If any linguist skill is not DLPT evaluated, enter "not evaluated" or "NE". If no aspect of a linguist's expertise is evaluated in a particular language, place that language at the bottom of Part II and annotate "Unevaluated" in the Evaluation Date column. Note that Part II of the ILRC is a record of the linguist's proficiency at the time this regulation takes effect or of the linguist's first DLPT for linguists entering the Army after the effective date of this regulation. The linguist's subsequent DLPT scores will be tracked in Part IV of the ILRC.

D–4. Part III

Record the linguist's foreign language experiences and assignments in Part III in chronological order from initial to most recent. When a linguist is assigned to a particular unit or organization and subsequently serves in several capacities or operates a variety of different equipment systems, a separate entry should be made for each duty position and/or equipment system. Use an ILRC Part III continuation sheet after all 14 entries in Part III of a linguist's ILRC are used. Part III, Continuation Sheets, should be lettered one up (for example, 1a, 1b, 1c, and so on).

D–5. Part IV

Part IV is a chart that graphs changes in the linguist's proficiency over time. The first step is to record the appropriate language in the upper left block of Part IV. Use a separate Part IV sheet for each language. Subsequent Part IV pages for multiple languages should be lettered one up (for example, 2a, 2b, 2c, and so on). No particular language order is prescribed. The second step is to record the linguist's DLPT score and test date at the bottom. Enter "NE" whenever a skill is not evaluated. The DLPT score should be listed as listening/reading/speaking/writing (L/R/S/W) (that is, 2/2+/1+/"NE"). The third step is to graph the linguist's converted scores on the scale and in the column directly above the DLPT score and test date. Mark these data entries with a circled L, R, S, or W to indicate which of the skills is indicated. The final action is connecting the new L, R, S, and W data points to the previous corresponding ratings to depict fluctuations, if any.

Appendix E
Training Resources Listing

E–1. Defense Language Institute, Foreign Language Center

The DLIFLC has distance learning training material which can be provided. Most of the training material is available online at one of the following Web sites:

    a. http://www.lingnet.org/.

    b. http://www.langnet.com/.

    c. http://gloss.lingnet.org/.

E–2. Internet resources

The following Internet sites provide training material or information. This list is not exhaustive, but serves as a starting point for units and linguists to obtain language training material. A reference to commercially-available language courses in this regulation does not constitute an endorsement on the part of the Army of those particular language courses. Visit the following Web sites for more information:

    a. http://www.casl.umd.edu/.

    b. http://www.psu.edu/dept/cac/ets/presentations/ArtsHumanities/fa2000/language.html.

    c. http://www.internet4classrooms.com/flang.htm.

    d. http://www.ignitethefire.com/foreignlang.html.

    e. http://www.worldwidelearn.com/language-courses/.

    f. http://www.onlinenewspapers.com/.

    g. https://www.us.army.mil/suite/portal/index.jsp.

    h. http://www.world.altavista.com/tr.

    i. http://www.voanews.com/english/portal.cfm.

    j. http://www.rferl.org/.

k. http://www.itools.com/.

Appendix F
Command Language Program

F–1. Introduction
a. There are three necessary ingredients for a successful CLP and they are as follows:

(1) Command interest and support.

(2) A sound program with detailed objectives and appropriate resources.

(3) Periodic evaluations to determine progress toward these objectives.

b. The key to success is the commander. The commander must recognize that language is as important to the unit's success as weapons qualifications, vehicle maintenance, or any other Soldier qualification or requirement. The CLP should be an integral part of the unit training schedule.

c. There is no book solution. Creative thought and innovative methods bring the best results.

F–2. Developing a command language program
a. Step 1. Before starting, ask the following questions:

(1) What are the specific language requirements?

(2) What are the training program objectives?

(3) How many students are to be trained annually in each language?

(4) Are training facilities (that is, classrooms, language laboratories, computers and/or portable cassette players) available?

(5) What specific language materials are on hand?

(6) Is the training to be carried out by instructors? If so, what qualifications do they have?

(7) What is the projected length of the course in hours and weeks? How many instructional hours per day and per week are anticipated? If a time exists, what is the required completion date?

(8) What would be the direct operating cost of instructor salaries and the cost of instructional equipment and materials (that is, dictionaries, textbooks, audio-visual and computer equipment)?

b. Step 2. In-unit programs.

(1) When you develop a CLP, consider and choose programs that are right for your unit and the individual linguists assigned to the unit. Generally two levels of language training will fit most cases; one for linguists who are at 2/2 or above foreign language proficiency levels and the other for linguists who fall below the 2/2 foreign language proficiency levels as measured by the DLPT.

(2) Newly assigned linguists will be interviewed and their records checked to ascertain the current foreign language proficiency level. DLPT scores can be found on DA Form 330, Language Proficiency Questionnaire. he test results should not be older than one year. If the test scores are older than one year, an annual test should be scheduled within 60 days of arrival in the unit for AA Soldiers; in the RC, units have 180 days to schedule an annual test.

(3) Instructor presented language training is often contracted and conducted by a qualified civilian language instructor. It should be at least four hours per workday over a three to six month period. When such an intensive language program is impractical, 2-week refresher or immersion programs are recommended. Immersion programs are effective and motivating training programs where linguists are sent to specific geographical locations to study their languages in native settings. In CONUS, FORSCOM is the designated action agency for coordination with colleges and universities for 2-week language refresher programs. Two-week language refresher courses do not meet the requirements for an exception to policy for a DLPT retest within the 6 month waiting period. In Europe, Foreign Language Training Center, Europe (FLTCE) provides excellent language training in European languages. In Korea, Yonsei University provides Korean language instruction under National Security Affairs sponsorship. The key is to look around your area of operations for opportunities where linguists may be enrolled in language enhancement programs. RC will work out a suitable language training program that is consistent with their weekend drills and two week AT.

(4) Self-study language training consists of supervised or self-paced language training and study accomplished by the individual Soldier on his/her own time and during prime training hours. The objectives should include general language proficiency and assurance of mission performance For maximum effect, the training supervisor should prepare an Individual Language Training Plan listing individual training objectives, tasks, performance standards, milestones, and a program schedule.

(5) Team or section language training involves team/section or group training events established and conducted through the normal Army Training Management System (ATMS) schedule. The purpose of this training is to maintain and improve language proficiency and mission capability. This type of training includes general language proficiency maintenance exercises, task-oriented language drills, Worldwide Language Competition contests, classroom instruction and Soldier participation in FOUNDRY/REDTRAIN or live mission opportunities. This program is characterized by

the availability of a wide variety of training materials and methods as well as use of local-hire or other qualified language instructors.

(6) Task-oriented and job related language training consists of drills and practice organized and conducted as part of the unit training by the training supervisor or other qualified Soldiers in specific job tasks, language, and knowledge required to perform in the MOS and mission.

c. Step 3. Contracting for language instruction.

(1) The following information concerns contracting for mission-required language training. Caution: Do not attempt to contract for non-mission or individual Soldier education purposes. The Army Education Center will assist Soldiers with non-mission related personal language training needs.

(a) The following may authorize contracting for a CLP:

(b) Corps, division/separate brigade, and installation commanders may authorize contractual foreign language instruction.

(c) Only installation contracting officers may negotiate with civilian contractors. This does not apply to USSOCOM non-TALP funded contracts.

(2) The following are rules applying to contracting:

(a) Foreign language instruction may be contracted in the language matching the unit's duty position language requirements or language of assignment. The purpose of such training should be to provide remedial, refresher, maintenance, or enhancement training to Soldiers with previously acquired foreign language skills.

(b) New contract development and subsequent production of foreign language instructional materials must be authorized by DLIFLC, School for continuing Education, ATTN: ATFL–SCE–FS, Presidio of Monterey, CA 93944–5006 and info the SPM, DCS, G–2. This is to ensure standardization and conformity to existing Army regulations and policies.

(c) You should follow all applicable FAR.

(d) You must prepare a statement of work (SOW) and Quality Assurance Surveillance Plan (QASP) in accordance with local contractual policy.

(e) The completed SOW should be attached to a DA Form 3953 (Purchase Request and Commitment) and forwarded through command channels to the servicing procurement office or contracting agency.

(f) The contract and operation costs, including equipment requirements, maintenance, printing and reproduction, and duplication of audio/video tapes or other material is the responsibility of the unit and its chain of command.

(g) Audio-visual equipment support should be coordinated in advance of the contract through the installation training aids support office.

(h) The contractor should also certify in writing that the instructors hired to provide foreign language instruction have a foreign language proficiency level higher than any student taking part in the program. The minimum fluency level is 3.

(i) The contractor should also certify in writing that the foreign language instructors have a level 2 or higher fluency level in English.

(j) Instructors should ideally have one or more years of prior experience in teaching a foreign language to adult English-speaking students, unless waived by terms of the contract.

(k) If the contractor intends to use original (not approved) foreign language materials for which there may be a question on copyrights, prior approval of these materials must be obtained from your ACOM, ASCC, DRU, or the SPM, DCS, G–2.

(l) A contracting office's representative must be appointed. The contracting office's representative, usually a person who has developed the SOW and has special interest in language training, prepares monthly progress reports and gives oral briefings to the commander and staff, as applicable.

(m) While restricted by time and manning, RC units may use a simple DD Form 1556 (Request Authorization, Agreement, Certification of Training, and Reimbursement) to contract small group language training.

F–3. Example

a. Assumptions.

(1) Upon assignment to the unit, linguists should be screened to verify DLPT scores via their DA Form 330 or ILRC.

(2) Arrangements for testing are made, as required.

(3) Personal interviews are conducted to ascertain the degree of prior language training and use.

b. The model.

(1) The DLPT test results and personal interview provide the basis for two separate tracks; a refresher block of instruction or an individual/unit program. Soldiers testing below the standard 2/2 DLPT score should be placed in the refresher block; those above the 2/2 criteria should be placed in the individual/unit program.

(2) At the core of this training for linguists placed in the refresher group (linguists below the minimum proficiency standard in accordance with this regulation) are self-paced instructional modules keyed to individual skill training

identified with your unit mission. We recommend 14 hours of per week of prime time language training. This is divided into 5 hours of self-paced study, 5 hours of instructor-presented training on language needs common to linguists in this group, and 4 hours reserved for team or section training on job-specific language tasks under leader/supervisor direction. As proficiency increases to the standard and above, more time can be assigned to job-specific language training and less to refresher.

(3) At the core of this training for linguists placed in the unit language program (linguists above the minimum proficiency standard in accordance with this regulation are once again self-paced instructional modules, supplemented by job-specific and other appropriate materials determined by the instructor or unit leader. We recommend 10 hours per week of prime time language training divided into 2 hours of supervised self-paced study, 4 hours of instructor-led training on language deficiencies common to most linguists in the group, and 4 hours of training by the unit leader on job-specific language tasks within the team or section. This is an AA model, based on time constraints and manning, the RC will develop a model applicable to their unique situation of one training weekend per month and a two week annual training (AT). H–4 Parameters for a Remediation Program The unit-level remediation program for sub-standard linguists should include at least the following elements:

(a) Initial and semi-annual written command counseling of the sub-standard linguists.

(b) Periodic (that is, monthly) written counseling by the supervisor/rater.

(c) Designation and assignment in writing of a language training mentor (that is, a non-commissioned officer, preferably one trained in the same language as the sub-standard linguist). This could be the linguist's supervisor, a fellow linguist, or, if the workload permits, the unit CLPM. The mentor will track and assist, to the extent possible, with the remedial training effort.

(d) A documented remedial training plan, drawn up in conjunction with the unit CLPM, that incorporates all appropriate training resources available to the unit CLP and that provides both on-duty, structured training activities and an off-duty student requirement. The actual six month "training package" will depend on the resources available to the CLP, but will ideally include a minimum of 150 instructor contact hours.

Appendix G
Guidelines for a Successful Command Language Program

G–1. Command support
One of the most salient characteristics of a successful CLP is the degree and breadth of support provided to the program at the command level and, by example, through the rest of the chain-of-command. The following questions address both command-level issues and the day-to-day aspects of operational support of an effective CLP.

G–2. Command–level considerations
a. Is the commander accountable for linguist proficiency?

b. Does the commander's job description contain specific functions and responsibilities regarding the CLP?

c. Does the commander receive regularly scheduled briefings and other reports on the CLP?

d. When problems arise in the CLP, is the commander receptive to the issues and willing to provide needed support?

e. Are there identifiable gaps within the chain-of-command that affect the nature or level of CLP support?

G–3. Language council
a. Does the council consist of all unit members who have an interest in the CLP?

b. Is council membership recognized and documented as an official duty for all members?

c. Has the council been formally established via an appropriate unit charter/standing operating procedure (SOP)?

d. Is the chairperson selected by the council based on the criteria of DFLP knowledge and experience versus position and rank? Does the council meet regularly (quarterly or more often)? Does the council follow by-laws or other procedural guidelines?

e. Does the council prepare and follow an agenda? Does the council prepare and distribute meeting minutes?

f. Do council recommendations become policy (following command endorsement)?

g. Do the rationale and the SOP for the council provide for and promote both command-level and chain-of-command involvement in CLP planning and operation?

G–4. Command Language Program manager
a. Has consideration been given to using a full-time civilian CLPM with specified job description?

b. Does the CLPM have some academic background and/or experience in foreign language education or related areas?

c. Has the CLPM attended DLIFLC's CLPM Course and annual seminar?

d. Does the CLPM take part in command quarterly/annual training briefs?

e. Is the CLPM the chairperson of the CLP Council?

f. Is the CLPM's continuous tenure assured for at least a year, preferably longer?

g. Have all substantive functions of the CLPM been adequately documented through job descriptions, SOPs, or other means?

G–5. Linguist recordkeeping and tracking
a. Does the CLPM maintain a database with the following elements for each linguist in the unit?

b. Basic demographic data, including duty assignment and primary occupational specialty/job title; additional language training completed following DLIFLC graduation; ongoing language training; estimated termination of service and PCS dates; FLPP status; Administration dates and results of all DLPTs taken, including the version of the DLPT (DLPT III, IV, and so on); Required testing dates to prevent expiration of FLPP, and Individual Training Plans including language maintenance/improvement objectives driven by the requirements of the personnel/manning tables/authorizations?

c. The CLPM should maintain copies of any exceptions to policy or waivers that have been granted. Do entries in the database match individual linguist's personnel records on file at the servicing military personnel office?

d. Are procedures in place to insure that the data remains current and accurate?

e. Is a historical database maintained as a point of reference for measuring changes in overall linguist proficiency from year to year and for assessing the effectiveness of the CLP?

G–6. Linguist retention and incentives
What percentage of the unit's linguists is eligible for FLPP? Has the unit established a specific target percentage of linguists who will qualify for FLPP?

G–7. Standing operating procedures
a. Does the CLP SOP meet the following criteria? Is it self-explanatory?

b. Is it specific in task assignments?

c. Does it explain the rationale for the program, as well as outline procedures?

d. Does it specify point-of-contact for issues not specifically addressed?

e. Is it updated on a regular basis to reflect changes in mission, personnel, procedures, and so on?

f. Is it an integral component of the unit/command SOP?

G–8. Adequate funding
a. Are CLP budget needs adequately identified and documented on a routine basis?

b. Are CLP funding requirements explicitly addressed in annual unit budget planning?

c. Are the CLPM or other CLP council members knowledgeable about procedures to obtain needed CLP funding?

d. Is the CLP involved with and adequately represented in long-range budget planning?

e. Are CLP funding requirements separate from other training budgets?

G–9. Access to current regulations
a. Are the appropriate regulations and information pamphlets readily available?

b. Is it clear as to where additional or updated regulations can be obtained?

c. Does the installation regularly receive the DLIFLC Nonresident Training Newsletter? If not, contact the Dean, Nonresident Training Division at the following address: Commandant, DLIFLC, ATTN: ATFL–SCE–FS, Presidio of Monterey, CA 93944–5006.

G–10. Utilization and sustainment of unit linguist assets
a. Can linguist assets not assigned to the unit (for example, from other companies or battalions) be utilized as instructors/instructor assistants in the unit?

b. Is there a development program for linguists in the unit?

G–11. Dedicated instructional time
a. Is language training time designated regularly on the unit training schedule?

b. Does the CLPM actively participate in preparation of the training schedule?

c. Does scheduled language training take priority over competing unscheduled training?

d. Is the amount of dedicated time on task sufficient for measurable proficiency improvement?

G–12. Dedicated space and other training program resources
a. Does the unit have adequate, dedicated space for the language training activities?

b. If the current language training facility is not adequate, are there specific plans to upgrade it?

c. Is the training facility conducive to learning (quiet, well-lit, comfortable, kept at proper temperature, open to linguists beyond regular training or duty hours)?

d. Are current, appropriate foreign language texts, supplementary materials, newspapers, magazines, and other resources available in the training facility?

e. Is it clear as to where training materials can be obtained?

f. Is the furniture and equipment adequate for classroom instruction and self-study?

g. Does the language training facility have space and equipment for individual listening, reviewing, and studying?

G–13. Utilization of options

a. Is there a program of in-unit refresher maintenance platform foreign language instruction?

b. Is the use of self-study materials encouraged?

c. Can linguists check out self-study materials to use during off-duty hours? If local adult education courses in the target language are available in the local area, does the CLPM receive/subscribe to the course bulletins?

d. Does the CLPM enroll the linguists in appropriate courses during the duty day and/or encourage off-duty enrollment?

e. Does the CLPM regularly afford linguists opportunities for operational readiness training as part of the CLP (for example, forward area training, live environment training, and Cryptologic Training and Evaluation Training Program?

f. Does the CLPM receive training bulletins or journals listing other CONUS/OCONUS language instructional opportunities, such as college/universities and commercial programs? If not, contact the appropriate SPM for information.

g. Do the linguists make use of these training opportunities?

h. Does the CLPM make use of any job-specific foreign language training and evaluation programs, such as voice intercept comprehensive evaluation, interrogator comprehensive evaluation, or technical support package?

i. Are unit linguists regularly enrolled in regional resident military training programs, such as the I Corps Language Program at Fort Lewis or FLTCE?

j. Does the CLPM regularly request enrollment in the DLIFLC intermediate and advanced courses for the linguists?

k. Does the CLPM know what refresher/enhancement courses are available?

l. Signals Intelligence (SIGINT) only: Does the unit have a Trojan system? Are the linguists regularly scheduled to work in it?

G–14. Use of Defense Language Institute, Foreign Language Center services

Has the CLPM identified which of the unit's requirements might be met by DLIFLC assistance with the following?

a. Advice/guidance on establishing and maintaining a language program.

b. Curriculum selection or development.

c. Availability of DLIFLC instructional materials.

d. Teacher training workshop.

e. "Train the Trainer" workshop for CLPMs and platform instructors.

f. The ILR Proficiency Standards Familiarization Workshop.

g. Command Language Program Managers' Course or Commander's Course.

h. On-site language training through MTTs.

i. Course-specific testing and CLP evaluation.

j. Clarification on DLAB, DLPT administration and/or interpretation issues.

k. Telephonic or face-to-face speaking proficiency interviews

l. Information on current DLIFLC developments in training and testing materials, educational technology, and class scheduling and enrollment policies, including intermediate and advanced courses

Appendix H
Management Control Evaluation Checklist

H–1. Function.
The function covered by this checklist is Army language program (in-unit training, readiness, utilization, and FLPP).

H–2. Purpose.
The purpose of this checklist is to assist CLPMs and their counterparts at ACOM, ASCC, DRU headquarters in evaluating/inspecting the key management controls outlined below. It is not intended to cover all controls.

H–3. Instructions.

Answers must be based on the actual testing of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once a year. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2–R (Management Control Evaluation Certification Statement).

H–4. Test questions.

a. Are authorized language-coded positions valid and justified?

b. Are procedures in place to ensure testing of personnel as required?

c. Are Soldiers assigned to an authorized language-coded position?

d. Are orders issued to start, terminate, and reinstate FLPP?

e. Has ACOM, ASCC, DRU, installation provided facilities, funding, and manpower to support conduct of refresher/ maintenance training?

f. Has unit integrated language refresher/maintenance training into unit training schedules?

g. Has the Soldier been tested for proficiency within the past 12 months in a foreign language?

h. Have substandard (below 2/2) Soldiers been counseled by the commander?

i. Is language proficiency addressed on NCOERs and OERs for Soldiers in language dependent MOS?

j. Upon completion of language training, are Soldiers being assigned against the linguist requirements for which they were trained?

k. Have sub-2/2 linguists with expired remediation periods been reclassified or obtained a waiver approving retention?

l. Do the commander and others in the chain-of-command have an accurate picture of the language-mission requirements of the personnel under their control?

m. Is the commander aware of potential sources of assistance and support to the CLP through his or her reporting chain, to include requesting support from DLIFLC or other DOD Agencies?

n. Does the unit have a standing CLP council which includes at least the following unit members (or their representatives): senior linguists in the unit, personnel officer, operations officer, supply officer, resource manager, CLPMs, commanders, and/or other members of the unit as deemed necessary by the commander?

o. Does the unit have an identified and filled CLPM position that is full-time and authorized on the personnel/ manning tables/authorizations at the unit level commanded by an O–6? Has the CLPM attended the DLIFLC resident or nonresident CLPM Course?

p. Is the CLPM position at a level of authority within the organizational structure that is compatible with the language requirements of the unit's mission?

q. Is the CLPM responsible for the establishment and maintenance of a linguistic skills database?

r. Is a linguist incentives and awards program in place that carries promotion points or other tangible benefits, for example, Linguist of the Year/Quarter?

s. Are linguists routinely alerted and counseled on linguist life cycle opportunities, such as the Military Language Instructor Program; Middle Enlisted Cryptologic Career Advancement Program for SIGINT Soldiers; and intermediate/ advanced DLIFLC courses?

t. Does the CLP offer unique opportunities such as signal intelligence operational training or live environment training and other REDTRAIN opportunities?

u. Has the CLPM established and implemented an SOP covering all aspects of the unit CLP?

v. Does the CLP SOP make provision for using as instructors any qualified military linguists (level 2 or higher), including adjunct faculty, that may be available within the unit?

w. Does the commander require all linguists to participate in the CLP and allow and encourage linguists to provide input into curriculum development or instruction?

x. Are self-study materials available to linguists for use at their convenience?

H–5. Supersession.

No previous management control evaluation checklist exists for this program.

H–6. Comments.

Help make this a better tool for evaluating management controls. Submit comments to HQDA, DCS, G–2, ATTN: DAMI–OPO, 1000 Army Pentagon, 2D382, Washington, DC 20310–1061.

Glossary

Section I
Abbreviations

AA
Active Army

ACASP
Army Civilian Acquired Skills Program

ACES
Army Continuing Education System

ACLPR
annual Command Language Program report

ACOM
Army Command

ADSO
active duty service obligation

AHRC
U.S. Army Reserve Human Resource Command

AIT
advanced individual training

ALCE
Army language and cultural enterprise

ALCPT
American language course placement

APC
accounting processing code

ARNG
Army National Guard

ASA (FM&C)
Assistant Secretary of the Army (Financial Management and Comptroller)

ASA (M&RA)
Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASCC
Army Service Component Command

AT
annual training

ATCO
Assistant test control officer

ATMS
Army Training Management System

CA
Civil Affairs

CAR
Chief, Army Reserve

CIA
Central Intelligence Agency

CLANG
control language

CLC
Command Language Council

CLP
Command Language Program

CLPM
Command Language Program manager

CMF
career management field

COB
command operating budget

CONUS
continental United States

DCS, G–1
Deputy Chief of Staff, G–1

DCS, G–2
Deputy Chief of Staff, G–2

DCS, G–3/5/7
Deputy Chief of Staff, G–3/5/7

DFAS
Defense Finance and Accounting System

DFLP
Defense Foreign Language Program

DLAB
defense language aptitude battery

DLI
Defense Language Institute

DLIFLC
Defense Language Institute, Foreign Language Center

DLPT
defense language proficiency test

DLRPT
defense language reading proficiency test

DLSC
Defense Language Steering Committee

DOD
Department of Defense

DODD
Department of Defense directive

DODI
Department of Defense Instruction

DRU
Direct Reporting Unit

EA
executive agent

ECLT
English comprehensive level test

FA
functional area

FAO
foreign area officer

FLEXCOM
foreign language executive committee

FLPB
foreign language proficiency bonus

FLPP
foreign language proficiency pay

FLTCE
Foreign Language Training Center, Europe

FORSCOM
U.S. Army Forces Command

HQDA
Headquarters, Department of the Army

ILR
individual linguist record

ILRC
individual linguist record and certificate

ILTP
individual language training plan

ILTR
individual language training record

IMA
individual mobilization augmentee

IRR
individual ready reserve

JAGC
Judge Advocate General's Corps

L
listening

LDC
language difficulty category

LIC
language identification code

LPIND
language proficiency indicator

MCP
Management Control Program

MDEP
management decision package

MEPS
military entrance processing station

MI
Military Intelligence

MLANG
mission language

MOS
military occupational specialty

MTT
mobile training team

NCOER
non-commissioned officers evaluation report

NGB
National Guard Bureau

OCONUS
Outside continental United States

OER
officer evaluation report

OPI
oral proficiency interview

OPMS
Officer Personnel Management System

PCS
permanent change of station

PEG
program evaluation group

PME
professional military education

PMOS
primary military occupational specialty

POM
program objective memorandum

QASP
quality assurance surveillance plan

R
reading

RC
Reserve Components

REDTRAIN
readiness training

ROTC
Reserve Officer Training Corps

RRSC
Regional Readiness Sustainment Command

S
speaking

SF
Special Forces

SLA
senior language authority

SMDR
structure manning decision review

SOF
special operating forces

SOP
standing operating procedure

SOW
statement of work

SPM
service program manager

SQI
special qualifications identifier

SSN
social security number

TAG
The Adjutant General

TALP
The Army Language Program

TAPDB
total army personnel database

TCO
test control officer

TDLP
The Defense Language Program

TDY
temporary duty

TPU
troop program unit

TRADOC
U.S. Army Training and Doctrine Command

UCFR
unit commander finance report

UFR
un-funded requirement

USAR
U.S. Army Reserve

USARC
U.S. Army Reserve Command

USAREC
U.S. Army Recruiting Command

USARPAC
U.S. Army, Pacific

USARECBN
U.S. Army Reception Battalion

USASOC
U.S. Army Special Operations Command

USMA
U.S. Military Academy

USSOCOM
U.S. Southern Command

USR
unit status report

Section II
Terms

Acquisition language training
Initial language training conducted at an accredited institution of higher learning (DLIFLC, college, and so on) with the express purpose of learning a foreign language.

Army Continuing Education System
Integrated system of academic and non-academic educational opportunities.

Command Language Program
Language training programs directed, managed, funded and controlled by a ACOM, ASCC, DRU chain-of-command. A CLP is designed to satisfy individual linguist proficiency requirements.

Control language
The language determined by AHRC to be an individual's primary (control) language based on completion of training, bonus entitlement and the needs of the Army.

Critical language
Any foreign language designated by the Secretary of Defense as a required proficiency because of national defense considerations.

Defense Language Institute Foreign Language Center
The primary location for resident foreign language acquisition training and for a variety of non-resident programs such as MTTs and video teleconferencing.

Defense Language Proficiency Test I and II
Proficiency tests which evaluate the listening and reading skills using the rating scale of 0, 0+, 1, 1+, 2, 2+, and 3.

Defense Language Proficiency Test II renormed
The DLPT II re-calibrated and scored using the ILR developed language skill level descriptions that employ the rating scale 0, 0+, 1, 1+, 2, 2+, and 3.

Defense Language Proficiency Test III
A DOD proficiency test which is designed to evaluate linguists in the listening, reading, and speaking skills using the ILR rating scale 0, 0+, 1, 1+, 2, 2+, and 3.

Defense Language Proficiency Test IV
A DLPT test, version which differed from previous forms by its use of only authentic language materials. The test made extensive use of newspaper, television, and radio excerpts.

Defense Language Proficiency Test 5
The latest DLPT test which has been designed to more closely align testing with ILR standards. The test is Web delivered. Its introduction is phased in by language beginning in fiscal year 06. Only the most recently developed DLPT is valid; if a DLPT 5 is available to the field, an earlier test cannot be used.

Diagnostic Language Test
A testing device designed to specifically identify linguistic strengths and weaknesses as a first step in structuring individual remedial training. A DOD proficiency test designed to evaluate linguist in the reading skill only, using the ILR rating scale.

Enhancement language training
Training which improves the general language skills and proficiency of already qualified linguists.

Executive agent
The Military Department designated by the Secretary of Defense to be responsible for the management of common Service activities on a DOD-wide basis. Secretary of The Army is EA for the DFLP. Staff action office is HQDA, DCS, G–3, ATTN: DAMO–TR, Washington, DC 20310–0450.

Government expense
Training which is paid for by the Government to include the USMA, DLIFLC, other DOD, or other Government agency training. Also, training conducted through colleges, universities, or contractors and reimbursed or paid for directly by the Government.

Language capable linguist
A Soldier who has some language proficiency but has not met the Army proficiency standard.

Language functional skill
Ability to perform specific language activities (that is, speaking, listening comprehension, writing, reading, transcribing, translating).

Language identification code
The two digit alpha codes used to designate a particular language as described in this regulation. An individual may hold as many LIC's as qualified in.

Language proficiency
Level of proficiency a Soldier possesses in a foreign language skill (listening, reading, and speaking).

Linguist
Anyone who has been awarded the Skill Qualification Indicator "L" in accordance with, Army Linguist Management.

Maintenance language training
Training which prevents skill deterioration through periodic general language review and frequent practice, but does not necessarily improve skills.

Military occupation specialties dependent linguist
A Soldier holding a PMOS which requires a foreign language skill.

Mission language
Language for which a Soldier has not attended a full-length basic language course (that is, a language conversion course, (for example, Persian Farsi to Dari) prior to deploying for a specific mission.

Non-Resident Language Program
Training requested from and approved by the DLIFLC, ATFL–OPP to satisfy specified mission-related or job-related requirements for language skills.

Non-professional, non-military occupational specialty dependent linguist
A Soldier who meets the Army language proficiency standard.

Primary linguist
A Soldier in certain MOSs who has both language required billets and non-language required billets (for example, 35NL).

Proficiency level
Quantitative statement of the degree of overall ability in using a language, based on the ILR skill level descriptions and associated 0 to 5 level scale.

Refresher language training
Training intended to improve foreign language proficiency in linguists whose language skills no longer meet minimum proficiency standards.

Remedial language training
Training intended to help linguists meet or exceed minimum proficiency standards.

Resident Language Program
Training conducted by the DLIFLC at any of their facilities in which the Soldier's primary responsibility is to learn a language. Also, training conducted under contract to the DLIFLC.

Skill qualification indicator
The SQI of "L" is awarded to linguists who score at least 2/2 on the current DLPT.

Sub-proficient linguist
An individual who scores below the Army minimum standard on any testable DLPT language skill.

Sustainment language training
See maintenance language training.

Tactical intelligence readiness training
An Armywide program conducted by national level intelligence agencies and activities designed to maintain and improve the technical and foreign language skills of tactical intelligence personnel.

Target language
The foreign language in which one is being trained, sustained, tested, and so on.

TROJAN
An operational readiness communications intelligence system used to maintain operational readiness and the enhancement and sustainment of highly perishable intelligence skills. Provides direct support to warfighters. Enables split-based operations.

Section III
Special Abbreviations and Terms
This section contains no entries.

USAPD

ELECTRONIC PUBLISHING SYSTEM
OneCol FORMATTER WIN32 Version 238